



DEVELOPMENT SERVICES DEPARTMENT
ENVIRONMENTAL COORDINATOR
450 110th AVENUE NE
BELLEVUE, WA 98009-9012

DETERMINATION OF NON-SIGNIFICANCE

PROPONENT: Temple B'nai Torah and Tent City 4

LOCATION OF PROPOSAL: 15727 NE 4th Street

DESCRIPTION OF PROPOSAL: To provide a temporary encampment for members of Tent City 4.

FILE NUMBER: 21-102615 LZ

The Environmental Coordinator of the City of Bellevue has determined that this proposal does not have a probable significant adverse impact upon the environment. An Environmental Impact Statement (EIS) is not required under RCW 43.21C.030(2)(C). This decision was made after the Bellevue Environmental Coordinator reviewed the completed environmental checklist and information filed with the Land Use Division of Development Services. This information is available to the public on request.

- ☐ There is no comment period for this DNS. There is a 14-day appeal period. Only persons who submitted written comments before the DNS was issued may appeal the decision. A written appeal must be filed in the City Clerk's office by 5:00 p.m. on _____.
- ☒ This DNS is issued after using the optional DNS process in WAC 197-11-355. **This decision may be appealed to Superior Court by filing a land use petition meeting the requirements set forth in Chapter 36.70C RCW. See LUC 20.35.070. There is a 21-day appeal period to end on April 29, 2021.**
- ☐ This DNS is issued under WAC 197-11-340(2) and is subject to a 14-day comment period from the date below. Comments must be submitted by 5 p.m. on _____. This DNS is also subject to appeal. A written appeal must be filed in the City Clerk's Office by 5 p.m. on _____.

This DNS may be withdrawn at any time if the proposal is modified so that it is likely to have significant adverse environmental impacts; if there is significant new information indicating, or on, a proposals probable significant adverse environmental impacts (unless a non-exempt license has been issued if the proposal is a private project); or if the DNS was procured by misrepresentation or lack of material disclosure.

Elizabeth Stead
Environmental Coordinator

04/08/2021
Date

OTHERS TO RECEIVE THIS DOCUMENT:

State Department of Fish and Wildlife
State Department of Ecology,
Army Corps of Engineers
Attorney General
Muckleshoot Indian Tribe

2/25/21



Development Services

SEPA Environmental Checklist

The City of Bellevue uses this checklist to help determine whether the environmental impacts of your proposal are significant. This information is also helpful to determine if available avoidance, minimization or compensatory mitigation measures will address the probable significant impacts or if an environmental impact statement will be prepared to further analyze the proposal.

Instructions

The checklist asks you to describe some basic information about your proposal. Please answer each question accurately and carefully and to the best of your knowledge. You may need to consult with an agency specialist or private consultant for some questions.

You may respond with "Not Applicable" or "Does Not Apply" only when you can explain why it does not apply and not when the answer is unknown. You may also attach or incorporate by reference additional studies and reports. Please make complete and accurate answers to these questions to the best of your ability in order to avoid delays. For assistance, see [SEPA Checklist Guidance](#) on the Washington State Department of Ecology website.

The checklist questions apply to all parts of your proposal, even if you plan to do them over a period of time or on different parcels of land. Attach any additional information that will help describe your proposal or its environmental effects. The city may ask you to explain your answers or provide additional information reasonably related to determining if there may be significant adverse impact.

Background

1. Name of proposed project, if applicable Hosting of Tent City 4
2. Name of applicant Temple B'nai Torah
3. Contact person Kara Rubinstein Deyerin Phone 360.393.8778
4. Contact person address 15727 NE 4th St, Bellevue WA 98008
5. Date this checklist was prepared 2/19/2021
6. Agency requesting the checklist City of Bellevue Development Services Dept.

ADP

7. Proposed timing or schedule (including phasing, if applicable)

Preparation for move in of TC4 on 3/31/21
Proposed hosting date of TC4 from 4/1/21 to 6/30/21

8. Do you have any plans for future additions, expansion or further activity related to or connected with this proposal? If yes, explain.

Yes, we plan to host TC4 again sometime between 18 months and 36 months from the initial hosting date.

9. List any environmental information you know about that has been prepared or will be prepared, that is directly related to this proposal.

None is necessary

10. Do you know whether applications are pending for governmental approvals of other proposals directly affecting the property covered by your proposal? If yes, explain.

No other applications have been requested or submitted

11. List any government approvals or permits that will be needed for your proposal, if known.

An Extended Temporary Encampment Permit from the City of Bellevue

12. Give a brief, complete description of your proposal, including the proposed uses and the size of the project and site. There are several questions later in this checklist that ask you to describe certain aspects of your proposal. You do not need to repeat those answers on this page. (Lead agencies may modify this form to include additional specific information on project description.)

TBT is requesting to host TC4, an encampment of up to 50 people in a fenced in area adjacent to our synagogue for 90 days. See site map attached to permit application #21-102615 LZ for details.

13. Location of the proposal. Give sufficient information for a person to understand the precise location of your proposed project, including a street address, if any, and the section, township and range, if known. If a proposal would occur over a range of area, provide the range or boundaries of the site(s). Provide a legal description, site plan, vicinity map and topographic map, if reasonably available. While you should submit any plans required by the agency, you are not required to duplicate maps or detailed plans submitted with any permit applications related to this checklist.

Street Address: 15727 NE 4th St, Bellevue, WA 98008
Township: T25N R5E, Section 35

Environmental Elements

Earth

1. General description of the site:

☒ Flat

☐ Rolling

☐ Hilly

☐ Steep Slopes

☐ Mountainous

☒ Other several 5 foot man made berms on the perimeter for noise reduction

2. What is the steepest slope on the site (approximate percent slope)? N/A

3. What general types of soils are found on the site (for example, clay, sand, gravel, peat, muck)? If you know the classification of agricultural soils, specify them and note any agricultural land of long-term commercial significance and whether the proposal results in removing any of these soils.

N/A, We will not be disturbing or removing any soil

4. Are there surface indications or history of unstable soils in the immediate vicinity? If so, describe.

No

5. Describe the purpose, type, total area and approximate quantities and total affected area of any filling, excavation and grading proposed. Indicate the source of the fill.

N/A

6. Could erosion occur as a result of clearing, construction or use? If so, generally describe.

No

7. About what percent of the site will be covered with impervious surfaces after project construction (for example, asphalt or buildings)? No permanent impervious covering.

8. Proposed measures to reduce or control erosion, or other impacts to the earth, if any.

Use of pallets under tents to prevent disruption of soil/grass.

Air

1. What types of emissions to the air would result from the proposal during construction, operation and maintenance when the project is completed? If any, generally describe and give approximate quantities if known.

N/A

2. Are there any off-site sources of emissions or odor that may affect your proposal? If so, generally describe.

There will be honey buckets at the rear of the encampment which will receive regularly scheduled maintenance as required by health and safety codes.

3. Proposed measures to reduce or control emissions or other impacts to air, if any.

Regular maintenance of honebuckets as required by health and safety codes.

Water

1. Surface Water

- a. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, saltwater, lakes, ponds, wetlands)? If yes, describe type and provide names. If appropriate, state what stream or river it flows into.

No

- b. Will the project require any work over, in or adjacent to (within 200 feet) the described waters? If yes, please describe and attach available plans.

No

- c. Estimate the amount of fill and dredge material that would be placed in or removed from surface water or wetlands and indicate the area of the site that would be affected. Indicate the source of the fill material.

N/A

- d. Will the proposal require surface water withdrawals or diversions? Give a general description, purpose and approximate quantities, if known.

No

- e. Does the proposal lie within a 100-year floodplain? No
If so, note the location on the site plan.

- f. Does the proposal involve any discharges of waste materials to surface waters? If so, describe the type of waste and anticipated volume of discharge.

No

2. Ground Water

- a. Will groundwater be withdrawn from a well for drinking water or other purposes? If so, give a general description of the well, proposed uses and approximate quantities withdrawn from the well. Will water be discharged to groundwater? Give general description, purpose, and approximate quantities if known.

No

- b. Describe waste material that will be discharged into the ground from septic tanks or other sources, if any (for example: Domestic sewage; industrial, containing the following chemicals...; agricultural; etc.). Describe the general size of the system, the number of such systems, the number of houses to be served (if applicable), or the number of animals or humans the system(s) are expected to serve.

N/A

3. Water Runoff (including stormwater)

- a. Describe the source of runoff (including storm water) and method of collection and disposal, if any (include quantities, if known). Where will this water flow? Will this water flow into other waters? If so, describe.

The project will not affect existing and approved storm run off collection and disposal.

- b. Could waste materials enter ground or surface waters? If so, generally describe.

No

- c. Does the proposal alter or otherwise affect drainage patterns in the vicinity of the site? If so, describe.

No

Indicate any proposed measures to reduce or control surface, ground and runoff water, and drainage pattern impacts, if any.

None, there will be no impacts on drainage.

Plants

1. Check the types of vegetation found on the site:

- ☒ deciduous tree: alder, maple, aspen, other _____
- ☒ evergreen tree: fir, cedar, pine, other _____
- ☒ shrubs
- ☒ grass
- ☐ pasture
- ☐ crop or grain
- ☐ orchards, vineyards or other permanent crops
- ☐ wet soil plants: cattail, buttercup, bulrush, skunk cabbage, other _____
- ☐ water plants: water lily eelgrass, milfoil, other _____
- ☐ other types of vegetation _____

2. What kind and amount of vegetation will be removed or altered?

None. Temporary tents will be set up on the grass surface on pallets which will be removed once TC4 departs and the grass restored if needed. A few branches will be trimmed on a couple of trees for placement of the temporary fence.

3. List any threatened and endangered species known to be on or near the site.

None

4. Proposed landscaping, use of native plants or other measures to preserve or enhance vegetation on the site, if any.

None

5. List all noxious weeds and invasive species known to be on or near the site.

None

Animals

1. List any birds and other animals which have been observed on or near the site or are known to be on or near the site. Examples include:

Birds: ☒hawk, ☐heron, ☐eagle, ☒songbirds, ☐other _____

Mammals: ☐deer, ☐bear, ☐elk, ☐beaver, ☐other _____

Fish: ☐bass, ☐salmon, ☐trout, ☐herring, ☐shellfish, ☐other _____

2. List any threatened and endangered species known to be on or near the site.

None

3. Is the site part of a migration route? If so, explain.

No

4. Proposed measures to preserve or enhance wildlife, if any.

N/A

5. List any invasive animal species known to be on or near the site.

N/A

Energy and Natural Resources

1. What kinds of energy (electric, natural gas, oil, wood stove, solar) will be used to meet the completed project's energy needs? Describe whether it will be used for heating, manufacturing, etc.

Electricity will be used for cooking, refrigeration, lighting, running computers and heating water for showers.

2. Would your project affect the potential use of solar energy by adjacent properties? If so, generally describe.

No

3. What kinds of energy conservation features are included in the plans of this proposal? List other proposed measures to reduce or control energy impacts, if any.

None



Environmental Health

1. Are there any environmental health hazards, including exposure to toxic chemicals, risk of fire and explosion, spill or hazardous waste, that could occur as a result of this proposal? If so, describe.

No

- a. Describe any known or possible contamination at the site from present or past uses.

- b. Describe existing hazardous chemicals/conditions that might affect project development and design. This includes underground hazardous liquid and gas transmission pipelines located within the project area and in the vicinity.

- c. Describe any toxic or hazardous chemicals that might be stored, used, or produced during the project's development or construction, or at any time during the operating life of the project.

- d. Describe special emergency services that might be required.

- e. Proposed measures to reduce or control environmental health hazards, if any.

2. Noise

- a. What types of noise exist in the area which may affect your project (for example: traffic, equipment, operation, other)?

Current noise in the area will not affect the project.

- b. What types and levels of noise would be created by or associated with the project on a short-term or a long-term basis (for example: traffic, construction, operation, other)?
Indicate what hours noise would come from the site.

With the addition of residents of TC4 on the site, there will be an increase in noise made by people talking and moving around as well as the up to four vehicles regularly commuting to the site.

- c. Proposed measures to reduce or control noise impacts, if any.

Quiet hours from 9:00pm to 8:00am daily are strictly enforced at the TC4 encampment.

Land and Shoreline Uses

1. What is the current use of the site and adjacent properties? Will the proposal affect current land uses on nearby or adjacent properties? If so, describe.

Curent use is for religious purposes. All services are currently virtual due to the panedemic. The proposed use will not affect current land use by TBT or the adjacent properties.

2. Has the project site been used as working farmlands or working forest lands? If so, describe. How much agricultural or forest land of long-term commercial significance will be converted to other uses as a result of the proposal, if any? If resource lands have not been designated, how many acres in farmland or forest land tax status will be converted to non-farm or non-forest use?

No

- a. Will the proposal affect or be affected by surrounding working farm or forest land normal business operations, such as oversize equipment access, the application of pesticides, tilling and harvesting? If so, how?

3. Describe any structures on the site.

A synagogue is located on the site.

4. Will any structures be demolished? If so, what?

None

5. What is the current zoning classification of the site? R 1.8

6. What is the current comprehensive plan designation of the site? Incorporate City

7. If applicable, what is the current shoreline master program designation of the site?

N/A

8. Has any part of the site been classified as a critical area by the city or county? If so, specify.

No

9. Approximately how many people would reside or work in the completed project? up to 60

10. Approximately how many people would the completed project displace? 0

11. Proposed measures to avoid or reduce displacement impacts, if any.

N/A

12. Proposed measures to ensure the proposal is compatible with existing and projected land uses and plans, if any.

Follow code requirements for Temporary Encampments

13. Proposed measures to ensure the proposal is compatible with nearby agricultural and forest lands of long-term commercial significance, if any.

N/A

Housing

1. Approximately how many units would be provided, if any? Indicate whether high, middle, or low-income housing.

Up to 40 temporary low-income house units will be provided.

2. Approximately how many units, if any, would be eliminated? Indicate whether high, middle, or low-income housing.

None

3. Proposed measures to reduce or control housing impacts, if any.

There are no impacts on existing housing, TC4 will create an additional 40 temporary housing units.

Aesthetics

1. What is the tallest height of any proposed structure(s), not including antennas; what is the principal exterior building material(s) proposed?

A six-foot tall fence shall be erected around the permitter with view obscuring fabric.

2. What views in the immediate vicinity would be altered or obstructed?

A fence shall be erected with view obscuring fabric to provide residents of TC4 with privacy and limit the impact on nearby properties.

ADP

3. Proposed measures to reduce or control aesthetic impacts, if any

A view obscuring fence shall be erected to control aesthetic impacts.

Light and Glare

1. What type of light or glare will the proposal produce? What time of day would it mainly occur?

Intermittent use of lighting at night by residents could occur.

2. Could light or glare from the finished project be a safety hazard or interfere with views?

No

3. What existing off-site sources of light or glare may affect your proposal?

None

4. Proposed measures to reduce or control light and glare impacts, if any.

Current light usage re parking lot and exterior lighting attached to the synagogue at night shall not change. Tents, fencing, and berms will reduce any possible glare from other intermittent use of light.

Recreation

1. What designated and informal recreational opportunities are in the immediate vicinity?

Public parks and walking trails on nearby.

2. Would the proposed project displace any existing recreational uses? If so, describe.

No

3. Proposed measures to reduce or control impacts on recreation, including recreation opportunities to be provided by the project or applicant, if any.

The residents of TC4 are asked not use the closest public park: Hillaire Park

Historic and Cultural Preservation

1. Are there any buildings, structures or sites located on or near the site that are over 45 years old listed in or eligible for listing in national, state or local preservation registers located on or near the site? If so, specifically describe.

No

2. Are there any landmarks, features or other evidence of Indian or historic use or occupation? This may include human burials or old cemeteries. Are there any material evidence, artifacts or areas of cultural importance on or near the site? Please list any professional studies conducted at the site to identify such resources.

No

3. Describe the methods used to assess the potential impacts to cultural and historic resources on or near the project site. Examples include consultation with tribes and the department of archeology and historic preservation, archaeological surveys, historic maps, GIS data, etc.

N/A

4. Proposed measures to avoid, minimize or compensate for loss, changes to and disturbance to resources. Please include plans for the above and any permits that may be required.

N/A

Transportation

1. Identify public streets and highways serving the site or affected geographic area and describe proposed access to the existing street system. Show on site plans, if any.

The site is accessed through the use of NE 4th Street which shall continued to be used as access. However there will be little impact to the public street as most access is by foot.

2. Is the site or affected geographic area currently served by public transit? If so, generally describe. If not, what is the approximate distance to the nearest transit stop?

Yes, there are various bus routes stop at or near Crossroads, within 1/2- mile of the synagogue . The closest bus stop is located at 156th Avenue NE and NE 4th Street, about 1 1/2 blocks from the synagogue.

3. How many additional parking spaces would the completed project or non-project proposal have? How many would the project or proposal eliminate?

No additional parking spaces will be created or eliminated. TC4 shall have access to up to four parking spaces which shall not impact current use.

4. Will the proposal require any new or improvements to existing roads, streets, pedestrian, bicycle or state transportation facilities, not including driveways? If so, generally describe (indicate whether public or private).

No

5. Will the project or proposal use (or occur in the immediate vicinity of) water, rail or air transportation? If so, generally describe.

No

6. How many vehicular trips per day would be generated by the completed project or proposal? If known, indicate when peak volumes would occur and what percentage of the volume would be trucks (such as commercial and non-passenger vehicles). What data or transportation models were used to make these estimates?

Up to an additional four cars may be commuting to TC4 on a daily basis which will not impact traffic in the area.

7. Will the proposal interfere with, affect or be affected by the movement of agricultural and forest products on roads or streets in the area? If so, generally describe.

No

8. Proposed measures to reduce or control transportation impacts, if any.

N/A

Public Service

1. Would the project result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)? If so, generally describe.

Yes, the Bellevue Police department will make regular routine walk-throughs of the TC4 encampment. The encampment is currently located only approx 11 miles from the synagogue and therefore many of the service used are the same. There is no impact on schools. Residents will use public transportation.

2. Proposed measures to reduce or control direct impacts on public services, if any.

TC4 already uses public services and their use should not change. TBT and TC4 work closely with the Bellevue Police department to ensure open communication to reduce the need of the Bellevue Police for emergency purposes.

Utilities

1. Check the utilities currently available at the site:

- ☒ Electricity
- ☒ natural gas
- ☒ water
- ☒ refuse service
- ☒ telephone
- ☒ sanitary sewer
- ☐ septic system
- ☐ other

2. Describe the utilities that are proposed for the project, the utility providing the service and the general construction activities on the site or in the immediate vicinity which might be needed.

TC4 shall use electricity, sewer, and water provided by TBT. The City of Bellevue provides TBT water and sewer. Puget Sound Energy provides the electricity and Republic services provides garbage removal services.

Signature

The above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

Signature 

Name of signee Rabbi Sydney Danziger

Position and Agency/Organization Senior Rabbi at Temple B'nai Torah

Date Submitted 2/19/2021





City of Bellevue
Development Services Department
Land Use Division Staff Report

Proposal Name: **Tent City 4**

Proposal Address: 15727 NE 4th Street

Proposal Description: To provide a temporary encampment for members of Tent City 4.

File Number: **21-102615 LZ**

Applicant: Temple B'nai Torah

Decisions Included: Extended Temporary Encampment Permit, Process V

Planner: Antoinette Pratt, Senior Planner, (425) 452-5374

State Environmental Policy Act
Threshold Determination: **Determination of Non-Significance (DNS)**

Elizabeth Stead

Elizabeth Stead, Environmental Coordinator

Director's Decision: **Approval with Conditions**
Michael A. Brennan, Director
Development Services Department

By: Elizabeth Stead

Elizabeth Stead, Land Use Director

Application Date: February 9, 2021
Public Notice (600 feet): February 25, 2021
Public Meeting: March 11, 2021
Minimum Comment Period: March 11, 2021
Bulletin Publication Date: **April 8, 2021**
Appeal Deadline: **This decision may be appealed to Superior Court by filing a land use petition meeting the requirements set forth in Chapter 36.70C RCW. See LUC 20.35.070 & 20.35.540.**

I. Request and Project Description

Temple B'nai Torah (TBT) requests an Extended Temporary Encampment Permit to locate a Temporary Encampment at 15727 NE 4th Street. Pursuant to Land Use Code (LUC) 20.30U.131.B.2, the first-year application for an Extended Temporary Encampment Permit is the same process as for a Standard Temporary Encampment Permit. The duration of a Temporary Encampment use is up to 90 days beginning the first day of the Temporary Encampment. This is the sixth time that TBT has hosted Tent City 4 (TC4). TBT's prior hosting dates are noted as following:

- November 16, 2005 to February 14, 2006
- May 8, 2008 to August 5, 2008
- July 29, 2011 to October 27, 2011
- May 30, 2014 to August 28, 2014
- July 7, 2016 to October 5, 2016

The Bellevue City Council approved Ordinance No. 5615 on July 25, 2005, which established decision criteria for Temporary Encampments within the City of Bellevue. In January, 2006, a Consent Decree was entered in federal court resolving certain challenges to the validity of the Ordinance. The Consent Decree provided certain interpretations of the ordinance to all future temporary encampment applications for 13+ years. The City of Bellevue operated under federal oversight until the Consent Decree's expiration on January 27, 2020.

Prior to the expiration of the Consent Decree, the City initiated a comprehensive review of Chapter 20.30U LUC in connection with a legislative update to the City's Temporary Encampment regulations. The intent of this Land Use Code Amendment process was to align Chapter 20.30U LUC more closely with the Consent Decree in order to create greater consistency, predictability, and ease of implementation for future temporary encampment deployments within the City. The City completed this work prior to expiration of the Consent Decree. The City Council adopted Ordinance 6498 on December 9, 2020 after robust public comment and public participation throughout the legislative process.

Because TBT is a religious institution, it is permitted to host TC4 as an accommodation of religious exercise pursuant to LUC 20.30U.120. Rabbi Sydney Danziger of TBT has provided both a written statement in Exhibit C, II.C (Facilities Use Agreement) and a public statement of TBT's theological justification in support of TBT's application. Rabbi Danziger attended and spoke at the required public meeting held March 11, 2021 where she explained the religious tenets of Reform Judaism that led to the temple's invitation to host TC4.

II. History of Tent City

TC4 is a temporary encampment that has been located in Eastside cities and King County since May 17, 2004. It is modeled after Tent City 3 (TC3), which began operation in Seattle on March 31, 2000. TC4 is sponsored and supported by two non-profit organizations, SHARE (Seattle Housing and Resource Effort) and WHEEL (Women's Housing Equality and Enhancement League), which also operate more traditional shelters in Seattle serving populations experiencing homelessness. SHARE is a non-profit 501(c)(3) corporation. The stated purpose of TC4 is to help individuals experiencing homelessness stay together in a communal setting that provides safety

and shelter, rather than being on their own in the elements. The encampment also allows its participants to store their belongings while away from camp at work and appointments.

TC3 and TC4 are both designed to be democratic and self-managed. TC4 provides tents for up to 100 residents, but its average occupancy is approximately 60 to 70 people, including single adults and couples. Due to social distancing requirements implemented in response to the COVID-19 pandemic, TBT anticipates that the maximum resident count for this deployment during the first year will be fifty (50) residents. Children are not housed at TC4 except in the event of an emergency and only until an alternative placement can be made.

TC4's day-to-day operations are managed by its residents. Encampment residents contribute to work necessary shifts for camp maintenance and functioning. The residents also hold weekly meetings to elect leaders, who are tasked with camp operations and enforcement of encampment rules and a Code of Conduct, requiring among other things, sobriety, non-violence, and cooperation. See Attachment A for the Code of Conduct. Encampment rules require that those violating the Code be held accountable. See Section VI, Public Comment, for further discussion regarding TC4's Code of Conduct.

TC4 has operated in Bothell, unincorporated King County, Woodinville, Kirkland, and Bellevue. TC4 has most recently been located in the City of Sammamish at the Faith United Methodist Church. TC4 has been hosted in Sammamish since January 2020 and has remained in this location longer than initially anticipated due to the COVID-19 pandemic and the difficulty of securing hosts during this time. The Faith United hosting was scheduled to end in March of 2021; however, the Sammamish City Council issued an emergency ordinance to allow an extension of time for TC4 to remain in the City of Sammamish until April 30, 2021 at the latest. This extension provides TC4 with the ability to remain in this location until this City of Bellevue permit decision is issued on April 8, 2021. See Attachment B.

III. Site Context and Description

TBT is located on the south side of NE 4th Street between 156th and 164th Avenues NE. The surrounding properties adjacent to TBT are predominately single-family to the south and west with exception of the Church of the Nazarene to the north, the Jewish Day School (JDS) to the east, and Lake Hills Montessori to the west. TBT has been operating in this location since its construction in 1998. TBT is located on Lot 1 of a three-lot short plat (Bellevue File No. PSPSE-94-9899), while the Jewish Day School is located on lots 2 and 3. Lot 1 contains 3.1 acres; lot 2 contains 1.28 acres while lot 3 contains 5.08 acres.

The TBT site contains a circular driveway with 20 parking stalls. In the center of the drive is a landscaped area that is populated primarily with evergreen trees. The temple is located to the south of this circular driveway. TBT has a large lawn area located south and west of its sanctuary doors, which is the proposed location of the encampment. The area is very flat and is a manicured lawn area. Beyond the lawn area are berms that are used to separate the manicured landscape area from the native vegetation areas that exist along the west and south property lines. These areas contain both overstory and understory vegetation, which is very dense in some areas. Most of the trees along these property lines are fir trees.

See Attachments C and D for zoning and site maps.

IV. Proposed Site Layout

TC4 is proposed to be located in TBT's manicured lawn area west and south of TBT. This is the same location and layout of the previous deployments. There will be one opening provided for ingress and egress for the encampment, located just south of the circular driveway. At this opening, TC4 proposes to place its security tent so there will be direct monitoring of individuals seeking entry to the encampment and to also monitor the activities of current residents. In addition to the security tent, tents for donations, and blanket storage will be located near this ingress/egress access point.

Tents are proposed to be located between TBT walls and the raised berms to the south and west that separate the native vegetation areas along the site perimeter from the manicured lawn. No tents will be placed to the south or the west of the berm. In past deployments, TC4 utilized a large 20 by 40-foot tent that was designated as the "Hilton" for men new to Tent City until they can be accommodated in a private tent. However, due to COVID-19 social distancing protocols, TC4 will not be utilizing this arrangement during the Year 1 deployment, every resident and/or couple will have their own designated tent. The southern portion of TBT contains a substantial building overhang that projects 17 feet over a 25 by 75-foot patio area. The encampment kitchen will be located under this overhang along with a commons area for TC4 residents for TV/library usage.

TBT has a garbage area at the southeast corner of the site that can be accessed from a service road via NE 1st Street. As a temporary measure, the garbage containers will be removed from this area and placed outside of the screen to the east so that the portable shower facility that is owned by TC4 can be placed there. Electricity will be provided from the electrical room located inside of TBT at the southeast corner of the facility. A temporary connection will occur at this location so that the shower can have heated water. Directly adjacent to the shower will be two portable toilets to serve the 50 campers envisioned in this Year 1 deployment.

Several hose bibs located along the west and south building elevations will provide potable water for the encampment. See Attachment D for the site plan date stamped March 26, 2021, by the Building Department, forming the basis of the Director's decision.

V. Consistency with Land Use Code/Zoning Requirements

A. General provisions of the Land Use Code

This site is located within an R-1.8 zoning district. As such, LUC 20.10.440, Services chart permits Temporary Encampments subject to permit approval. The applicant has filed for the permit necessary to process a request to locate a Temporary Encampment at TBT. The following tables summarize the Land Use Code requirements applicable to the proposal, and the proposal's compliance with those requirements.

B. Encampment Management Responsibility Plan (LUC 20.30U.121)

Category	LUC Requirements	Applicant's Response	Compliance with LUC
Security Measures LUC 20.30U.121.A.1	Description of security Measures that TBT intends to employ at the site	Provided	Yes(1)
Liability and Management Agreements LUC 20.30U.121.A.2	1. Liability/Insurance documentation 2. Liability agreement between Encampment Host, Encampment Sponsor or Encampment Manager.	1. Provided 2. Liability agreement between TBT and SHARE/WHEEL submitted with application.	1. Yes. Staff has obtained a copy of TBT's current insurance policy which is located in project file. 2. Yes. Copy of liability agreement provided with application submittal.
Transportation Plan LUC 20.30U.121.A.4	Documentation of closest bus stop	Provided	Yes
Site Plan LUC 20.30U.121.A.5	Required for overview of camp layout	Provided	Yes. <u>Attachment D</u> is the site plan on which the Director's decision is based
Street Address LUC 20.30U.121.A.6	Address of host facility	Provided	Yes. TBT's address is considered the permanent address for purposes of compliance with the LUC.

C. Applicable Procedures (LUC 20.30U.122)

Category	LUC Requirements (LUC 20.30U.122)	Applicant's Response	Compliance with LUC
Public Meeting LUC 20.30U.122.A	Required prior to permit issuance	Virtual Public Meeting held on March 11, 2021 via Zoom due to COVID-19 restrictions	Yes
Meeting w/Bellevue Police Department (BPD) (Meet and Confer)	See Sections VI and VII for discussion of public comments and meetings, and Section VIII.7 for BPD Comments	Meeting held on February 2, 2021, between TBT, TC4 and BPD.	Yes

¹ See Section VII.7 and the Conditions of Approval, Section XII, for protocol for newcomer warrant checks.

LUC 20.30U.122.A			
Meet with schools and known daycares (1) LUC 20.30U.122.B	See Sections VI & VII for public comments and meetings	Various phone calls to six identified daycares and schools. See submittal materials for full discussion between TBT and daycares/schools.	Yes
Mailed Notice to owners w/in 600 feet LUC 20.30U.122.B	Send public notice of meetings to real property within 600 feet of site	City fulfilled public notice which took place February 25, 2021	Yes
Signs Posted LUC 20.30U.122.C	One required sign per street frontage	City installed sign required with contracted third party	Yes
Post Issuance Informational Public Meeting	Confirmation shall be provided on a monthly basis during the deployment for continued compliance with LUC 20.30U.125 and all applicable conditions of approval.	TBT will provide monthly compliance updates during the deployment of TC4. Additionally, they will provide community meetings with the adjacent neighborhood every two weeks.	Yes. <u>See Section XIII for related Condition of Approval.</u>

(1) See Section VII for map of known schools and daycares within 600 feet of the TBT

- D. Temporary Encampment Use Requirements (LUC 20.30U.125).** TBT's application complies with the identified regulations without requests for hardship exceptions to the ordinance. See below for identified categories:

Category	LUC Requirements (LUC 20.30U.125)	Applicant's Response	Compliance with LUC
Content of Code of Conduct LUC 20.30U.125.2	Prohibited Items or Activities: <ul style="list-style-type: none"> • Illegal Substances • Alcohol • Weapons/knives (3.5 inches or larger) • Violence • Open flames • Trespassing on private property • Impacts on adjacent neighborhood 	The Content of the provided Code of Conduct addresses all required elements and appropriately prohibits all items that are not permitted.	Yes

Category	LUC Requirements (LUC 20.30U.125)	Applicant's Response	Compliance with LUC
Number of Residents LUC 20.30U.125.A.3	100 resident maximum allowed	50 resident maximum requested(2)	Yes. Provided condition met to support maximum occupancy. <u>See Section XII for related Condition of Approval.</u>
Duration of Stay LUC 20.30U.125.A.4	90 days maximum	Proposing 90 days	Yes. See Attachment A. <u>See Section XII for related Condition of Approval.</u>
Location Frequency LUC 20.30U.125.A.5	Once every 18 months and 180 day stay between deployments within one mile of the hosting site	Previous encampment at this location— July 7, 2016, with departure on October 5, 2016	Yes. No other camps previously sited at TBT within last 18 months. Any future application to host encampment at this site will be subject to this restriction based on last date of encampment occupancy. Additionally, no deployments may take place for 180 days within one mile of TBT. <u>See Section XII for related Condition of Approval.</u>
Transportation Plan LUC 20.30U.125.A.6	1. Site within ½ mile of a public transportation stop 2. After hours transport available	1. There are several bus stops on both 148 th and 156 th Avenues NE within ¼ mile radius. 2. Metro has several buses that operate on these roadways that operate during business and evening hours. Volunteer drivers and taxis also available.	1. Yes 2. Yes <u>See Section VIII for further discussion.</u>
Parking LUC 20.30U.125.A.7	Minimum Parking	Four parking stalls shall be available to TC4 operators which have been designated in the center of the loop within TBT's parking lot (see site plan).	Yes

2 Due to the COVID-19 pandemic, TBT administration has limited TC4 residents to 50 for this deployment which is below the LUC maximum allowance of 100 residents. TBT/TC4 will follow the established COVID-19 protocols with this deployment as identified by the Department of Health.

Category	LUC Requirements (LUC 20.30U.125)	Applicant's Response	Compliance with LUC
Setbacks LUC 20.30U.125.A.8.a Fence LUC 20.30U.125.A.8.b	1. 50-feet as required for churches for side and rear property lines. 20 feet as required for church for front property line. 2. 6-foot sight obscuring fence required. 3. Single point of access	1. Tents fulfill 50-foot setback from side property lines and 20 feet from the front yard setback. Fence located to maximize screening. 2. Will provide 6-foot cyclone fence with a dark sight obscuring material 3. A secondary ingress/egress is required by the Fire Department to fulfill emergency egress.	1. Yes. Location of tents satisfies applicable side and front yard setbacks. <u>See Section XII for related Condition of Approval.</u> 2. Yes 3. Yes
Children LUC 20.30U.125.A.9	No children permitted under 18 (3)	Help minors accessing TC4 to find alternate shelter.	Yes
Resident ID Check LUC 20.30U.125.A.10	1. Verifiable ID required 2. Overnight resident log	1. Will conduct ID checks to screen for outstanding warrants and sex offender rosters. 2. Rabbi Sydney Danziger to maintain resident log.	1. Yes. Detailed in Encampment Management Plan. 2. Yes. The Director approves retention of the log by Rabbi Sydney Danziger, a representative of the Encampment Host, pursuant to LUC 20.30U.125.A.10.
Health & Safety Regulations LUC 20.30U.125.A.11.a. i-iii	1. Hot and cold water accessible to food and toilet facilities 2. Prohibit the use of common drinking cups or containers from which water is dipped	1. Two sinks to be provided with this application, both will have hot and cold water. Sinks located near toilets as proposed on <u>Attachment D</u> . 2. Intends to use a common container for coffee and water.	1. Yes. <u>See Section XII for related Condition of Approval.</u> 2. Yes. <u>See Section XII for related Condition of Approval</u>

3 Homeless children in distress are permitted one night's stay temporarily until human services are found to specifically meet their needs.

Category	LUC Requirements (LUC 20.30U.125)	Applicant's Response	Compliance with LUC
	<p>or poured, except for water and coffee containers and carafes and washed weekly.</p> <p>3. Non-potable water labeled.</p>	<p>3. Intends to label non-potable water.</p>	<p>3. Yes. <u>See Section XII for related Condition of Approval.</u></p>
Sewage and Wastewater Disposal LUC 20.30U.125.A.11.b. i-ii	<p>1. Meet sewage and wastewater disposal in accordance with code.</p> <p>2. Portable toilets must comply with King County Code (KCC)—Section 8.20</p>	<p>1. Gray water from the shower will be connected to on-site side sewer.</p> <p>2. Tent City will provide their own portable toilets for their residents that meet KCC standard.</p>	<p>1. Yes</p> <p>2. Yes</p>
Electrical and Lighting LUC 20.30U.125.A.11.c	<p>1. Electrical must meet City standards.</p> <p>2. Lighting equipment must meet City standards.</p>	<p>1. Tent City obtained an electrical permit with the previous deployments to install an electrical panel for TC4 per the IBC. No further review required.</p> <p>2. Lighting to meet requirements of LUC 20.20.522.</p>	<p>1. Yes. Compliance with standard from previous deployment.</p> <p>2. Yes</p>
Hand Washing and Bathing LUC 20.30U.125.A.11.d. i-vi	<p>1. Sinks: 1:25 people, 2 adjacent to toilet and food prep area and cleaned daily.</p> <p>2. Showerhead: 1:40 people and cleaned at least daily. If more than 40 then an off-site location shall be provided</p> <p>3. Waste containers: cleanable and nonabsorbent.</p>	<p>1. Proposing 2 sinks/50 residents.</p> <p>2. Proposing 1 showerhead/50 residents.</p> <p>3. Waste containers are cleanable and nonabsorbent.</p>	<p>1. Yes. Complies with LUC. <u>Refer to Section XII for related Condition of Approval.</u></p> <p>2. Yes. Complies with LUC. <u>See Section XII for related Condition of Approval</u> and list of other publicly available showers. See resource guide from Human Services in <u>Attachment E.</u></p> <p>3. Yes.</p>

Category	LUC Requirements (LUC 20.30U.125)	Applicant's Response	Compliance with LUC
Toilets LUC 20.30U.125.A.11.e. i-ii	<ol style="list-style-type: none"> 1:25 toilets per person Maintain toilets in a clean and sanitary condition 	<ol style="list-style-type: none"> Proposing 2 portable toilets/50 residents. TBT/TC4 propose to comply with this standard. 	<ol style="list-style-type: none"> Yes. Complies with LUC. <u>See Section XII for related Condition of Approval.</u> Yes. Complies with LUC. <u>See Section XII for related Condition of Approval.</u>
Cooking and Food Handling LUC 20.30U.125.A.11.f. i-v	<ol style="list-style-type: none"> Common areas: enclosed and separate from sleeping areas. Sink with hot and cold potable water Nonabsorbent food prep area Mechanical refrigeration 	<ol style="list-style-type: none"> Kitchen to be located under an existing building overhang at southwest corner of building. Complies with standard with provision of 2 sinks and hand sanitizer TC4 has nonabsorbent food prep area TC4 has a refrigerator for their residents 	<ol style="list-style-type: none"> Yes. Kitchen is separate from sleeping areas, and enclosed. Yes. Complies with LUC. <u>See Section XII for related Condition of Approval.</u> Yes Yes.
Maintenance of Bedding LUC 20.30U.125.A.11.g	Bedding must be maintained in a clean and sanitary condition.	Blankets are cleaned weekly by a professional service hired by SHARE/WHEEL.	Yes
Refuse LUC 20.30U.125.A.11.h. i-vi	<ol style="list-style-type: none"> Comply with sanitation code Prevent rodent harborage Storage in secure, impervious, and cleanable containers Provide refuse container adjacent to food prep area and locate 100 feet from tent areas 	<ol style="list-style-type: none"> Will provide required number of trash cans. Trash taken to dumpster every day. 6 yard dumpster emptied twice a week. Providing refuse containers throughout the encampment with snap type lids located adjacent to food prep and within 100 of tent areas. 	<ol style="list-style-type: none"> Yes Yes Yes Yes, complies with LUC.

Category	LUC Requirements (LUC 20.30U.125)	Applicant's Response	Compliance with LUC
	5. Empty at least twice a week	5. TC4's trash container is emptied twice a week.	5. Yes
Insect and Rodent Control LUC 20.30U.125.A.11.i	Take measures to control insects and rodents.	TC4 will manage refuse as described above	Yes. No specific measures are anticipated, absent a rodent or insect condition during term of encampment
Disease Prevention and Control LUC 20.30U.125.A.11.j, i-iii	<ol style="list-style-type: none"> 1. Report to Seattle & King County Health certain known or suspected communicable diseases 2. Report following immediately to Seattle & King County Health: <ul style="list-style-type: none"> ▪ Suspected food poisoning ▪ Unusual prevalence of fever, diarrhea, sore throat, vomiting or jaundice ▪ Productive cough or weight loss is prominent among residents 3. Individual with communicable disease cannot prepare or serve food. 	<ol style="list-style-type: none"> 1. TC4 proposes to follow requirements applicable to schools and daycares, as outlined in WAC 246-101-415 and 246-101-420. 2. TC4 proposes to follow requirements applicable to schools and daycares, as outlined in WAC 246-101-415 and 246-101-420. See Attachment F for State requirements. TC4 also proposes to follow the Recommended Shelter Standards. See Attachment G for State regulations. 3. No individual will serve food in compliance with standards above. 	<ol style="list-style-type: none"> 1. Yes. Complies with LUC and King County Health Department COVID-19 guidelines. 2. Yes. <u>As conditioned in Section XII</u>, complies with LUC. See <u>Attachments F and G for guidelines.</u> 3. Yes
Exterior Lighting LUC 20.30U.125.A.12	<ol style="list-style-type: none"> 1. Directed on site 2. No blinking, high intensity 3. Appropriate scale. 	<ol style="list-style-type: none"> 1. Use of existing lighting at TBT's site. 2. Use of household lighting standard for security tent near entry of encampment for night time use. 3. Existing parking lot lighting and additional night lighting as required by the Fire Department. 	<ol style="list-style-type: none"> 1. Yes 2. Yes 3. Yes

VI. Public Comments

To date, the City has received numerous public comments regarding TC4, both in writing and during the March 11, 2021 public meeting. The public comments addressed the topics noted below, with corresponding responses to comments from the Department:

1. Security Plan and Newcomer Warrant Screening: Questions were raised regarding TC4's submitted security plan and how security checks are handled.

Response: BPD is the primary reviewer of TC4's security plan. BPD evaluates the plan and makes recommendations for any revisions or additions to DSD for implementation through Conditions of Approval in the Director's decision. Staff encouraged individuals inquiring about the security plan and warrant screenings to attend the March 11, 2021 virtual public meeting to hear BPD's presentation regarding these issues.

At the public meeting, BPD reported the results of the prior February 2, 2021 Meet and Confer Meeting between TC4, TBT and BPD. BPD explained that, in 2014, TBT/TC4 agreed to allow North East King County Regional Public Safety Communication Agency (NORCOM) to take over the newcomer checks. This will continue for the 2021 deployment. NORCOM will directly dispatch a BPD officer to the encampment if a warrant is found during this check.

BPD and TBT also discussed the previous hosting that took place in 2016 with TBT administration and TC4. Overall, BPD determined that the deployment went very well during the approximately two months it was there (July 19, 2016 to September 25, 2016). BPD received a total of 64 calls for service at the address. These calls for service included walk throughs and data checks. There were two warrant arrests and five Field Interview Report (FIR) cards taken. Over 30 BPD Officers walked through Tent City 4 during the 69 days it was at this location.

Based on the results from previous deployments of TC4 at the proposed location, BPD recommended continuation of the rules and recommendations from the 2016 deployment including all 2014 and prior recommendations with modest changes. Further, BPD will have additional patrols in the area during the scheduled stay with vehicle drive-bys and visits to the encampment and area by Bicycle Unit officers and Patrol officers. The Crossroads Police Center will be an additional resource for the area as well. Although it is closed to the public due to COVID-19, BPD still utilizes the center for administrative purposes.

2. Timing of TBT Hosting of TC4: During the March 11, 2021 public meeting, some of the attendees from adjacent schools, requested that TBT delay hosting TC4 until after the school year is complete in June.

Response: LUC 20.30U.120 permits Temporary Encampments within the City of Bellevue as an accommodation of religious exercise, and the LUC does provide a regulatory framework for hostings as noted in LUC 20.30U.125:

- Deployments are limited to one at a time in the City;
- Limited to 90-day length of stay to a religious facility;

- 180-day stay requirement within a one-mile radius from a previous deployment in neighborhood; and
- 18-months stay between deployments to the same site

The current application meets all of the criteria in the LUC for length of stay, limitations on number of deployments, location, and proximity in time to previous deployments. The LUC does not limit hostings due to the presence of adjacent schools or residential neighbors. In addition, and in response to the comments made during the public meeting, Rabbi Sydney Danziger confirmed that TBT will not delay their hosting of TC4 based upon their religious tenets of Reform Judaism and that every Jewish individual is obligated to help the poor and vulnerable in accordance to their expressed need.

3. Security Plan/Operational Procedures: During the public meeting, staff received comments regarding the security plan/operational procedures of TC4. Similarly, the City received requests from commenters desiring TBT to hire off-duty security officers for additional security while TC4 is deployed to TBT.

Response: LUC 20.30U requires that TC4 maintain a Code of Conduct. The Code of Conduct provides rules to set expectations for camp residents while being hosted at a religious facility. TC4 also has oversight of their community from their governance council which BPD interacts with while the deployment is here. LUC 20.30U requires this governance council to meet with BPD to review their safety and security plan. The City does not have LUC authority to require the host encampment to hire off duty officers, but the City, as noted above and discussed throughout this Staff Report, works very closely with the host and the camp governance council to support a safe stay for the residents and community.

4. COVID-19 and TC4 Hosting: The City has received comments from neighbors inquiring about hosting TC4 during the COVID-19 pandemic.

Response: TC4 will be monitored by the Department of Health bi-monthly for COVID-19 testing. Additionally, TC4 will work to ensure compliance with King County Health's stated objectives of social distancing, wearing face masks, and hand washing. Sanitation within the encampment has also been increased due to the presence of COVID-19. TBT has lowered the maximum resident count for this deployment to 50 residents in response to social distancing requirements. TC4 accepts the limitation on their resident count while they deploy in the City of Bellevue.

5. Notice of Temporary Encampment and Public Meeting Notice: The City received comments regarding the Notice of Application and Public Meeting that was issued on February 25, 2021. Commenters stated that the Notice of Application did not provide sufficient notice of the ability of TBT to obtain an extended Temporary Encampment permit.

Response: The City published and provided mailed Notice of Application, consistent with LUC 20.35.510 and LUC 20.30U.122.B & .C, on February 25, 2021. The Notice of Application included the date of application, the project description and location, and the type of approval applied for by TBT. In addition, the published notice included a link to TBT's application materials for an Extended Temporary Encampment Permit.

Further, the City provided written notice of the March 11, 2021 virtual public meeting when it published and mailed Notice of Application on February 25, 2021. In advance of the March 11, 2021 public meeting, the City provided additional information, including multiple links to the published Notice of Application and to TBT's application materials, on its website. The public received actual notice of TBT's requested approval for an Extended Temporary Encampment Permit as evidenced by the public comment received at the March 11, 2021 public meeting regarding TBT's request for Extended Temporary Encampment Permit approval.

Finally, the Department also notes that under LUC 20.30U.131.B, TBT's first-year application for an Extended Temporary Encampment Permit is the same as the process set forth for a Standard Temporary Encampment Permit. Subsequent year applications at the same site require additional process, including but not limited to identification of any modification to the first-year application, an updated Safety and Security Report, and enhanced courtesy notice with updated information to surrounding properties consistent with LUC 20.30U.122.B.

6. Public Comment Regarding Next Door: The City received public comments regarding TBT and BPD usage of "Next Door", an online neighborhood connection forum, as discussed within TBT's submittal application. The application states that "TBT will monitor social media for the neighborhood such as Next Door and Facebook to ensure misinformation surrounding TC4 is not disseminated." Some members of the neighborhood objected to TBT and BPD utilizing this social media platform as that use may violate privacy policies of the platform.

Response: At the March 11, 2021 public meeting, BPD explained that it is not monitoring Next Door posts and do not intend to do so during this deployment. BPD understands their role as a public agency limits their ability to engage in the NextDoor forum and will abide by those limitations. However, some neighbors that engage with NextDoor are members of the synagogue and have offered to facilitate communication between BPD and the neighborhood if there are issues with the deployment that are raised in NextDoor postings. Part 20.30U LUC does not regulate social media platforms or privacy policies associated with those platforms.

7. Recording of Public Meeting: The City received requests from commenters that they had evening conflicts with the scheduled public meeting and requested that the meeting be recorded.

Response: Temporary Encampment permits are approved administratively by the Director and have a requirement for a public meeting, which was completed on March 11, 2021. DSD does not record informational public meetings in connection with the Chapter 20.35 LUC requirements. While DSD tries to accommodate all interested parties' schedules, the Department cannot always find times for public meetings that are available to all. Public meetings for Temporary Encampment Permits are not subject to RCW 42.30, Open Public Meetings Act (OPMA).

8. TC4 Code of Conduct: Staff has received emails from commenters questioning TC4's adherence to its required Code of Conduct. The emails point to events that have been publicized in the media during other hostings and in other cities. The neighbors have

questioned the validity of the Code of Conduct and its ability to provide protection to surrounding residential uses.

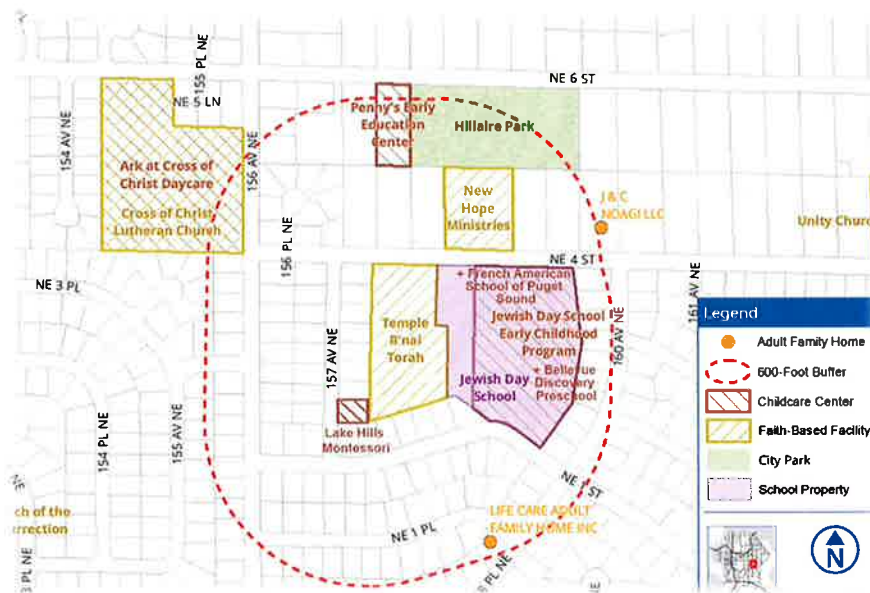
Response: BPD has spent considerable staff time and resources to research TC4's previous 2014 deployment at TBT and other locations outside of Bellevue. BPD's investigative analysis of TC4 is based upon reports from adjacent police agencies, actual discussions/meetings with law enforcement members where TC4 has previously stayed, and meetings with concerned citizens. BPD discussion and conclusions on the matter of TC4's Code of Conduct as referenced throughout this Staff Report.

Under the terms of the LUC, it is the Encampment Host who is responsible for enforcing the Code of Conduct. In this case, TBT will be responsible for ensuring that TC4 follows its stated Code of Conduct. If the Code of Conduct is broken while TC4 is located on TBT's premise, the Director of Development Services has the ability to revoke TBT's temporary encampment permit. See Section XII for related Conditions of Approval.

VII. Pre-Decision Meeting Information

1. Daycares/Preschools: There are six daycare/schools within 600 feet of this site as shown on the map below. Additionally, this information was discussed at the required public meeting, which was held on March 11, 2021.

Daycare and Schools within 600 Feet of TBT



All were contacted regarding TC4 deployment to TBT. Phone calls were held with all administrators. The following is an overview as submitted by TBT of the main issues raised by the daycare/school providers:

TBT met and conferred with administrators of the six childcare facilities and schools within 600 feet of the Temple prior to the submission of the permit application. While all wanted to ensure background and sex offender checks were still conducted for

prospective residents, which they are, many commented how the last hosting went very smoothly. It was suggested TBT recheck all residents prior to hosting, however, because all residents are initially screened, they adhere to a strict Code of Conduct and Camp Rules and are expelled for failure to comply, BPD has an active presence at TC4, and any residents with an unauthorized absence of 72 hours or more is re-checked, we feel little benefit would be achieved with such a request and would intrude upon residents' rights to dignity and privacy. It was also requested residents of TC4 not use Hillaire Park and TBT and TC4 have agreed to this request.

Another concern was TC4's COVID-19 protocols. This was greatly reduced when everyone learned TC4 residents are tested regularly by the King County Health Department and the encampment follows all COVID guidelines including sanitizing common spaces every day. Anyone entering the encampment will follow the same protocols as anyone entering TBT property: they will sign in, be temperature checked, and answer health screening questions. Anyone at TC4 who answers yes these questions or has signs of illness will be transported to a hospital.

A request was made that TBT hire a security officer during daytime hours when children are present at school or daycare. As the Jewish Day School mentioned in their public statement regarding TBT's hosting, all past hostings were successful, TC4 is carefully monitored by its residents, TBT, and BPD. Plus, the encampment is surrounded by a 6-foot fence and entry is through a single point for residents and visitors. There is a secondary entry at the southeast corner of the encampment but it is an emergency exit for Fire Department purposes. For these reasons, the need for additional security is mitigated.

Finally, the issue of when TBT should host TC4 was raised. It was asked if TBT could only host during summer vacation. It is impossible to only host when children are not present because hostings are for 90-days and this time period should be maximized because so many resources are consumed by the City, TC4, and the host to issue a Temporary Encampment Permit. TBT does not decide when to host. There is not another prospective host at the moment and TC4's need is now.

2. BPD Meet and Confer: On February 2, 2021, TBT and TC4 met and conferred with BPD regarding proposed security measures. BPD's review of TBT's proposal and participation in the permit process is discussed throughout this Staff Report. See Section VIII.7 for BPD's recommendations to DSD.
3. Process V Public Meeting: In addition to the above outreach meetings, the LUC requires the City to hold a public meeting on this proposal. This virtual public meeting was held via Zoom on March 11, 2021, with public notice occurring within 600 feet of this site. There were approximately 76 attendees and 10 panelists at this meeting from the adjacent neighborhood, TBT congregation, and TC4 representatives. Representatives from DSD and BPD conducted the meeting.

VIII. City Department Analysis

1. Transportation Plan Compliance

LUC 20.30U.121.A.4 requires an encampment sponsor to submit a transportation plan demonstrating compliance with LUC 20.30U.125.A.6, which includes the following two issues:

- “A Temporary Encampment shall be within one half mile of a public transportation stop....” The proposed location is within one quarter mile of northbound and southbound Metro bus stops on 148th and 156th Avenues NE so this condition is satisfied.
- “During hours when public transportation is not available, the encampment host, encampment sponsor, or encampment manager shall also make transportation available to anyone who is rejected from or ordered to leave the Temporary Encampment.” Transportation will be provided via volunteer drivers or taxis to the downtown Bellevue Transit Center at 108th Avenue NE and NE 6th Street when people are rejected from the encampment when Metro buses are not available on 148th and 156th Avenues NE. Bus schedules and phone numbers for volunteer drivers and taxis will be posted in the encampment’s security tent.

See Section XII for related Conditions of Approval.

2. Human Services Division

The Human Services Division has created a Resource Information Booklet which will be given to all TC4 residents upon arrival to the TBT. The booklet contains listings of food banks and local stores in the North Bellevue subarea. This booklet also contains information regarding alternate locations where residents may shower in addition to the one on-site shower that TC4 proposes. See Attachment E for copy of the resource guide. See Section XII for related Condition of Approval.

3. Fire Department

The City’s Fire Department has reviewed TBT’s proposal, and the Conditions of Approval required by the Fire Department are included in the Section XII Conditions of Approval below. The Conditions of Approval include Conditions related to Fire Safety Prevention and Control, Fire Extinguishers, the Evacuation Plan, and Egress Requirements and Egress Illumination.

4. Building Department

1. Gates must be openable from the encampment side without any special knowledge or effort,
2. There must be enough light to allow for safe egress,
3. Tents or other structures shall not obstruct the path of egress from the Temple, and
4. All mechanical, electrical, and plumbing shall be inspected for compliance by City of Bellevue inspectors.

See Section XII for related Conditions of Approval.

5. Utilities Department

The Utilities Department has approved this proposal. No Utilities permit is required. However, sewer maintenance staff must witness connection to the existing side sewer for disposal of grey water from the shower. Contact Nate Dickey at (425) 452-4889, NDickey@bellevuewa.gov, to set up a time for him to inspect the sewer connection.

6. Clearing and Grading Division

The clearing and grading division has reviewed this proposal and requires soil restoration after removal of this encampment. Covering the grass with the camp structures will likely result in killing the vegetating which is included under the definition of Clearing. A clearing & grading permit is required for all projects that result in more than 1,000 square feet of clearing. Exception to this requirement has been granted. The exception is limited to the efforts necessary to remove the camp and restore the site to its pre-encampment condition. See Section XII for related Conditions of Approval.

7. Bellevue Police Department

On February 2, 2021, BPD held its required Meet and Confer meeting with TBT representatives and TC4 staff to review the Encampment Management Responsibility Plan. The following is an overview of BPD's response to this plan:

BPD Recommendations to Development Services

Tent City 4 (TC4) site security plan

The TC4 internal/site security plan includes the following:

- Screening of all newcomers for warrants and sex offender status.
- A two-person, 24/7 security patrol. They wear orange vests during the patrols, and they are specifically responsible for maintaining peace and harmony within the camp. As was the practice during prior stays in Bellevue, they shall call BPD whenever the following situations occur:
 - A crime is occurring
 - A physical or verbal disturbance is occurring
 - An unwanted person is refusing to leave the premises
 - A subject is present who has an outstanding warrant for his/her arrest; a subject is present who is required to register as a sex offender; and/or a subject is present who is a respondent to an Order for Protection, Anti-Harassment Order, or a No-Contact Order.
- The staff at TBT will assist the residents with adhering to the Code of Conduct and an open channel of communication will continue with the staff at BPD. The TBT staff will

promptly notify BPD of any suspected crimes that have occurred. See Section XII for related Condition of Approval.

- TC4 has agreed to attend weekly compliance meetings with the staff at TBT. The meetings will ensure that the internal governance measures and Code of Conduct are being adhered to and enforced by the camp advisors and the Executive Committee (EC). TBT staff will ensure that the newcomer warrant and registered sex offender screenings are taking place and will ensure that the resident log is accurate and up-to-date. TBT will inform BPD of any issues arising with regard to the governance of the camp. Emergency life/safety issues shall prompt a call to 911 by EC staff, TBT staff, or both. See Section XII for related Condition of Approval.
- Rabbi Sydney Danziger, or her designee, has agreed to be the 24-hour point of contact for neighbors for nuisance-type complaints that don't rise to the level of requiring police intervention. She, or her designee, agreed to be responsible for logging the complaint(s) and following up with the complainant as to the disposition of the complaint(s). She has also agreed to keep a copy of the current roster/log of all TC4 residents to be accessed by public safety officials in the event of an emergency. See Section XII for related Condition of Approval.
- TC4 has agreed to make an admonition on behalf of SHARE/WHEEL to all present and future EC staff members that *"TC4's policy requires full cooperation with public safety officials during a declared investigation or emergency event. Failure to comply could result in criminal charges for hindering an investigation."* This warning shall be prominently posted in the security tent. See Section XII for related Condition of Approval.
- TC4 has agreed to make an admonition on behalf of SHARE/WHEEL to all present and future EC staff members that *"they must cooperate fully with public safety officials in all calls to the camp that involve weapons, violence, a threat of violence, or domestic violence."* This warning shall be prominently posted in the security tent. See Section XII for related Condition of Approval.
- TC4 has instituted a policy of rescreening (for warrants and registered sex offender status) TC4 residents that have had an unauthorized absence for a period of 72 hours or longer or have been previously removed from the camp. They have agreed to continue this practice during the Bellevue encampment.
- TBT will provide the location/facility for regular visits from essential service providers such as employment skills/placement counseling, addiction counseling, mental health treatment, housing placement, and case management. The convenient location of such services can help residents maintain their progress on the path out of homelessness while still allowing them to fulfill their duties and responsibilities as a resident of TC4. See Section XII for related Condition of Approval.

Deployment of police resources

BPD will continue its' practice of monitoring activities and responding quickly to any issues that require attention at this location. The site is located within police District 4 and there is always

at least one officer assigned to the immediate area (when shifts overlap, more officers are working that district at the same time). BPD maintains a police substation that is located on the east perimeter of Crossroads Mall. That station is currently closed to the public due to COVID-19, but the station is used by officers on a daily basis for administrative purposes. The presence of officers there gives BPD the ability to quickly respond to any situation at TC4 or the surrounding neighborhood.

- District 4 officers will patrol TC4 and the surrounding neighborhoods during their discretionary time (that time period when they are not actively responding to calls or investigating crimes).
- There will be a law enforcement log-book for officers to sign at the TC4 security office. This will be checked by supervisors to make sure that regular checks are being made.
- When he is assigned back to the Crossroads Police Substation, Ofc. Craig Hanaumi will be available to handle TC4-related matters and he will be assisted by district officers. All calls and case reports that are related to the encampment will be flagged as such and will be transmitted to Captain Alycia McKinney. Captain McKinney will be responsible for reporting all activity associated with TC 4 to the Patrol Major on a weekly basis. BPD will review all such calls and ensure that trends are identified, and matters are swiftly addressed.
- BPD will regularly deploy the Bicycle Patrol Team to the encampment, nearby parks and schools, retail outlets, and adjoining neighborhoods. The team works Tuesday-Friday. They have excellent ability to cover large areas of ground quickly, to include school campuses and trails. They will also be directed to engage with residents of the camp, TBT, and the neighborhood to enhance the quality of life for all during the camp deployment.
- In the event of a serious law enforcement incident at TC4 or the surrounding neighborhood, BPD has the ability to respond in full force with multiple officers. If the situation is dire, immediate back-up is available from BPD's Mutual Aid partners.

A vital element of the safety and security plan is timely, thorough communications with all of the partners in this endeavor: TC4 residents, SHARE, TBT staff members and congregants, the neighbors in the surrounding residences and businesses, the code compliance officials, and public safety officials.

The changes outlined below were made prior to the Tent City 4 (TC4) deployment in 2014 and were based upon input from neighbors and from information developed while contacting law enforcement agencies that had hosted TC4 prior to its arrival in Bellevue:

2014 Changes to the "Conditions of Approval" (These shall carry over in the 2021 deployment)

1. There shall be no restrictions placed on campers that call 911 to report criminal behaviors within the encampment.

2. NORCOM shall be utilized instead of the King County Sheriff's Office for newcomer warrant/sex offender checks. This will allow BPD officers to get dispatched to the camp more quickly and efficiently thereby increasing the probability that the fugitive will be arrested and removed from the camp/neighborhood.
3. The City has the ability to issue a "Notice of Revocation" for the encampment permit in the event that there are violations to TC4's stated Code of Conduct. See Section XII for related Condition of Approval.
4. TBT will have a 24-hour contact person/phone number for nuisance-type complaints that don't rise to the level of requiring police intervention. The TBT point of contact will be responsible for logging the complaint and following up with the complainant as to the disposition of the complaint. See Section XII for related Condition of Approval.

These changes to the Conditions of Approval were made to increase law enforcement efficiency/ public safety and to emphasize the extreme importance of adherence to the TC4 Code of Conduct by the residents. Although BDP will maintain a daily presence at TC4, that presence is transitory and cannot substitute for internal governance of the camp by the residents and the host, TBT.

The Director of DSD has reviewed the information provided by BPD memo and concurs with BPD's observations and proposed safety protocols. See Section XII for related Conditions of Approval.

IX. State Environmental Policy Act (SEPA)

Environmental review is required for the proposal under the State Environmental Policy Act (SEPA), Chapter 43.21C RCW and Washington Administrative Code (WAC) 197-11, and the City's Environmental Procedures Code, Chapter 22.02 of the Bellevue City Code (BCC). The Environmental Checklist together with information in the environmental record (and in the official project file) adequately discloses expected environmental impacts associated with TBT's proposal.

Adverse impacts which are less than significant are subject to City Codes or Standards, which are intended to mitigate those impacts. In cases where the City has adopted development regulations to systematically avoid or mitigate adverse impacts, those standards, and regulations, where applicable, will normally constitute adequate mitigation of the impacts. Where such impacts and regulatory items correspond, further documentation is not necessary. Where impacts and regulations do not correspond, or where unanticipated impacts are not mitigated by existing regulations, BCC 22.02.140 provides substantive authority to mitigate impacts disclosed through the environmental review process.

The environmental review for TBT's proposal indicates no probability of significant adverse environmental impacts occurring as a result of the proposal. Therefore, issuance of a Determination of Non-Significance (DNS) is the appropriate threshold determination under SEPA.

X. Applicable Decision Criteria

Temporary Encampment: The Director may approve or approve with modifications an application for a Temporary Encampment Permit if it complies with the decision criteria of Land Use Code Section 20.30U.130. After conducting the various administrative reviews associated with this proposal, including Comprehensive plan goals and policies and the Land Use Code provisions, the following conclusions are made with regard to the Temporary Encampment decision criteria:

1. The Temporary Encampment complies with the Use Requirements set out in LUC 20.30U.125, and other applicable requirements of this Code; and

The Director incorporates by reference the discussion and information provided throughout Sections I through IX here as demonstration of the proposal's compliance with the requirements of the Code. As conditioned in Section XII, the Director finds that the requirements of the LUC are satisfied.

The Director finds that TBT qualifies for an Extended Temporary Encampment permit as noted in LUC 20.30U.131 as TBT has fulfilled the following:

- Hosted previous Temporary Encampments that were not subject to revocation; and
- Hosted previous Temporary Encampments that were not subject to sustained code enforcement beyond voluntary compliance

The Extended Temporary Encampment permit will be valid for a period of up to three years from the effective date of this permit. This permit will authorize the first deployment of 90 days beginning on the first day of the Temporary Encampment, but TBT will be required to apply for any subsequent deployments following the requirements contained in LUC 20.30U.131.B.3.a-c. If substantive modifications are made and/or there are outstanding enforcement actions with this permit, then the subsequent year application will be treated as a new application. See Section XII for the related Conditions of Approval.

2. The Temporary Encampment will not be materially detrimental to the public health, safety or welfare of the Temporary Encampment residents or the surrounding community; and

TBT has conducted a Meet and Confer meeting with BPD and met with the preschool administrators to comply with the meeting requirements for schools and daycares within 600 feet of their site. See Sections VI and VII for concerns identified by the neighborhood and area schools.

Additionally, the City has found that TBT and SHARE/WHEEL have responsibility to assure the health and safety of Temporary Encampment residents, as well as the surrounding community. TBT was required to provide proof of liability insurance in order for the temporary encampment permit to be reviewed and approved. The applicants have also proposed to undertake the following measures to proactively ensure the health and safety of its neighbors, congregants and TC4 residents:

- BPD's NORCOM shall be utilized instead of the King County Sheriff's Office for newcomer warrant/sex offender checks. This will allow Bellevue PD officers to get dispatched to the camp more quickly and efficiently; thereby, increasing the probability that the fugitive will be arrested and removed from the camp/neighborhood.
- Reporting disturbances to BPD for action along with residents found to have outstanding warrants or who are on a sex offender list.
- TC4 shall rescreen (for warrants and registered sex offender status) when TC4 residents have been away from the camp for a period of 72 hours or longer.
- TBT is responsible to enforce the Code of Conduct and to ensure that TC4 complies with the stated requirements of said Code.
- TBT will establish a 24-hour contact to address neighborhood concerns as they are emailed and/or phoned in.
- Installing a 6-foot sight obscuring fence on all sides of the encampment.
- Maintaining quiet hours as stated within the SEPA checklist.
- Following proper cleaning standards for potable water containers and toilet facilities on site.

The conditions imposed by the City in Section XII and the required compliance with the LUC regulations will avoid material detriment to both the encampment residents and the adjacent neighborhood.

3. The imposition of a condition under which the City reserves the right to impose additional conditions or to reconsider the Temporary Encampment Permit within a certain timeframe from approval date, based upon complaints filed with the City.

The City reserves the right to add additional conditions of approval on this Temporary Encampment based upon any future complaints that are received after issuance of this permit. The applicants should be aware that the approval of this encampment permit may at any time be revoked if the proposed use or its impact is at any time substantially modified or changed from the stated application. See Section XII for related Conditions of Approval.

XI. Decision of the Director

After conducting the various administrative reviews associated with this proposal, including applicable Land Use consistency, SEPA, City Code, and Standard compliance reviews, the Director of Development Services does hereby **APPROVE TBT'S REQUEST FOR AN EXTENDED TEMPORARY ENCAMPMENT APPLICATION WITH CONDITIONS:**

XII. Conditions of Approval for Temporary Encampment Permit:

1. **Security Protocol with BPD:** BPD shall be promptly notified when a crime is occurring; a physical or verbal disturbance is occurring; an unwanted person is refusing to leave; a subject is present who has an outstanding warrant for their arrest; a subject is present who is required to register as a sex offender; and / or a subject is present who is a respondent to an Order for Protection, Anti-Harassment Order, or No Contact Order. TC4 security staff shall not prohibit or otherwise restrict campers from calling 911 to immediately report criminal behaviors within the encampment. TC4 shall rescreen (for warrants and registered sex offender status) when TC4 residents have been away from the camp for a period of 72 hours or longer.

Authority: LUC 20.30U.121.A.1 and 20.30U.125.A.2

Reviewer: Major Popochock, (425) 452-4347 and Antoinette Pratt, (425) 452-5374

2. **Transportation Plan:** The encampment security tent shall have posted the appropriate bus schedules, the phone numbers for emergency drivers and taxis, and the location of the nearest twenty-four hour transit center to which rejected persons will be transported when Metro buses are available on 148th and 156th Avenues NE.

Authority: LUC 20.30U.121.A.4; LUC 20.30U.125.A.6.

Reviewer: Ian Nisbet, (425) 452-4851

3. **Maximum Number of Encampment Residents:** The maximum allowable number of encampment residents shall be 100. This application envisions 50 residents, as dictated by TBT as Camp Host, during the pendency of the COVID-19 pandemic. This condition does not preclude the host from lowering the numbers of residents from this threshold, but in no event may the encampment residents increase beyond 100. See Conditions 9 and 10 below for requirements related to provision of shower facilities and additional toilets based on encampment occupancy.

Authority: LUC 20.30U.125.A.3

Reviewer: Antoinette Pratt, (425) 452-5374

4. **Length of Stay:** The Director has granted TC4 a 90-day encampment stay on the TBT site, beginning the first day of the Temporary Encampment. This condition does not preclude the host from reducing the length of the stay, but in no event may the encampment stay be extended beyond the 90-day length of stay. Additionally, no deployments may take place for 180 days within one-mile of TBT upon completion of this hosting. For the specific Extended Temporary Encampment Permit condition, see Condition of Approval 5 below.

Authority: LUC 20.30U.125.A.4 and 5

Reviewer: Antoinette Pratt, (425) 452-5374

5. **Extended Temporary Encampment Permit Approval:** TBT qualifies for an Extended Temporary Encampment Permit as TBT has previously hosted previous Temporary Encampments that were not subject to revocation and were not subject to sustained code enforcement beyond voluntary compliance. The Extended Temporary Encampment Permit will be valid for a period of up to three years from the effective date of the Permit. TBT will be required to follow the requirements contained in LUC 20.30U.131.B.3.a-c for any future applications. If substantive modifications are made and/or there are outstanding enforcement actions with this permit, then the subsequent year application will be treated as a new application.

Authority: LUC 20.30U.131.B.3.a-c

Reviewer: Antoinette Pratt, (425) 452-5374

6. **Fence Location:** The 6-foot fence shall incorporate dark, sight obscuring material to screen the entire encampment from public view. Minimum side and rear yard setbacks are 50 feet. A secondary egress to fulfill the Fire Department secondary fire exit requirement shall be constructed as shown on the submitted site plan at the south east corner of the encampment.

Authority: LUC 20.30U.125A.8.b
Reviewer: Antoinette Pratt, (425) 452-5374

7. **Maintenance of Overnight Resident Log:** TBT's management shall maintain an overnight resident log of individuals in the encampment. The resident log shall be accessible to BPD 24/7 for any investigations.

Authority: LUC 20.30U.125.A.10
Reviewer: Antoinette Pratt, (425) 452-5374

8. **Water Supply and Adjacency:** Consistent with LUC 20.30U.125.A.11.a, TBT shall:

- Provide at least one hot water handwash sink as near to the food preparation facilities as the site will reasonably allow. If the hot water sink is located further than 100 feet from the food preparation facilities or is not otherwise located on site, then a cold-water sink shall be located within 100 feet of the food preparation facilities.
- Prohibit the use of common drinking cups or containers from which water is dipped or poured, except for water and coffee containers and carafes that are filled with only potable water sources and washed once weekly with bleach and hot water.
- Ensure any containers used for non-potable water are labeled as such.

Authority: LUC 20.30U.125.A.11.a
Reviewer: Antoinette Pratt, (425) 452-5374

9. **Number of Toilets:** TBT shall provide two (2) portable toilets per fifty (50) residents and maintain the toilets in a clean and sanitary condition.

Authority: LUC 20.30U.125A.11.e.
Reviewer: Antoinette Pratt, (425) 452-5374

10. **Number of Sinks and Showers:** TBT shall provide two (2) sinks per fifty (50) residents. In addition to the required one on-site shower, whenever TC4 occupancy at the site exceeds 40 residents, the Encampment Host or Encampment Manager shall provide bus tickets to encampment residents, which may be used to access other shower facilities. Other shower facilities include the Bellevue Aquatic Center.

TBT shall maintain bathing and hand washing facilities in a clean and sanitary condition, with daily cleaning.

Authority: LUC 20.30U.125.A.11.d
Reviewer: Antoinette Pratt, (425) 452-5374

11. **Cooking and Food Handling:** TBT shall comply with LUC 20.30U.125.A.11.f with respect to food enclosures, proximity of food-handling areas to living or sleeping areas, food preparation counters, and refrigeration and/or ice chest requirements.

Authority: LUC 20.30U.125.A.11.f
Reviewer: Antoinette Pratt, (425) 452-5374

12. **Disease Prevention and Control:** Incidents of suspected food poisoning; unusual prevalence of fever, diarrhea, sore throat, vomiting, or jaundice; or productive cough or weight loss among residents shall be reported immediately to Seattle & King County Public Health. Additionally, TC4 shall follow requirements applicable to schools and daycares, as outlined in WAC 246-101-415 and 246-101-420 in Attachments F and G.

Authority: LUC 20.30U.125.A.11.j
Reviewer: Antoinette Pratt, (425) 452-5374

13. **Fire Safety Prevention and Control:** The SE gate at the site shall provide access from the outside, and the tents shall be identified by a numbering or lettering system and displayed at the main entrance. A 48 inches isle width is required; the cooking area shall not be within 10' of the tents; and LP-gas containers shall not be located within 20' of tents. .

Authority: International Fire Code (IFC) 305, 504.2, 505.1, 906.3.1 & 906.4, 1105.6.4 & 3701.4
Reviewer: David Ridley, (425) 452-6935

14. **Fire Extinguishers:** A 2A10BC fire extinguisher is required within 30' of the cooking area and so that no tent is more than 75' from an extinguisher. Cooking of food-producing grease or oil submersion cooking shall require a portable Class "K" type fire extinguisher.

Authority: IFC 906.3.1 & 906.4
Reviewer: David Ridley, (425) 452-6935

15. **Evacuation Plan:** An evacuation plan shall be created and discussed with all residents, and a site map/evacuation plan shall be posted at the front entrance of the Encampment. Monthly fire drills shall be documented.

Authority: IFC 403.3, 403.10.2.1.1, 404 & 405.2
Reviewer: David Ridley, (425) 452-6935

16. **Egress Requirements and Egress Illumination:** Exit Signs shall be posted at both exits and shall be internally, externally, or inheritably illuminated. Tent openings shall face the direction of egress. The means of egress shall be illuminated at all times. Provide adequate egress illumination from existing parking lot lighting and/or building mount lighting. Guy wires shall not cross a means of egress.

Authority: IFC 1003.6, 1013, 1008.2.1, 3103.8.2
Reviewer: David Ridley, (425) 452-6935

17. **Revocation of Temporary Encampment Permit:** The City reserves the right to impose additional conditions or to reconsider the Temporary Encampment Permit within a certain timeframe from approval date, based upon complaints filed with the City. Approval of a Temporary Encampment Permit may at any time be revoked if the use is substantially changed from the stated application for this proposal or violations occur to TC4's stated Code of Conduct as reported to the City. Notification of Revocation shall be sent to TBT as the encampment host. TBT shall have 14-days from the date of receipt to respond to said Notice. The Director shall issue a determination whether to sustain or revoke the permit. If the Director

revokes the permit, TC4 cannot return to the City of Bellevue until it can be demonstrated that TC4 stayed in other jurisdiction without documented violations of the Code of Conduct.

Authority: LUC 20.30U.130.C and 20.30U.135
Reviewer: Antoinette Pratt, (425) 452-5374

18. **Erosion Control:** Upon removal of the camp, all areas where exposed soils exist must be protected from erosion.

Authority: BCC Title 23.76.090.A.1.b
Reviewer: Janney Gwo, (425) 452-6190

19. **Revegetation of Site:** At the conclusion of the scheduled stay, the site must be re-vegetated. Re-vegetation must occur within 180 days of removal of the Temporary Encampment.

Authority: BCC 23.76.090.A.1.g; BCC 23.76.23.76.035.2.a
Reviewer: Janney Gwo, (425) 452-6190

20. **Future Revisions to Site Plan:** No revisions shall be made to the approved site plan during operation prior to approval by the City.

Authority: LUC 20.30U.121.A.5
Reviewer: Antoinette Pratt, (425) 452-5374

21. **Newcomer Warrant Checks:** TBT will ensure that newcomer warrant and registered sex offender screenings via NORCOM occur when new residents move into the Encampment and will ensure that the resident log is accurate and up-to-date.

Authority: LUC 20.30U.122.A.A and LUC 20.30U.125.A.2
Reviewers: Major Popochock, (425) 452-4347

22. **Neighborhood Meetings:** TBT management shall establish a point of contact for the neighborhood residents. TBT shall establish a scheduled time where residents may meet with TBT staff. Essential contact information shall be posted on TBT premises, including contact information such as an email address and mobile phone number so that neighbors may contact TBT's designated point of conduct. The point of contact shall respond to complaints and inquiries within 24 hours of receipt and keep a log of such calls and the resultant follow up. This shall also be posted within the TC4 encampment. TBT will send out a letter to all neighbors within 600 feet upon TC4's deployment with all appropriate contact information. Confirmation shall be provided on a monthly basis during the deployment for continued compliance with LUC 20.30U.125 and all applicable conditions of approval.

Authority: LUC 20.30U.122.D
Reviewers: Antoinette Pratt, (425) 452-5374

23. **Weekly Compliance Meetings/TBT Point of Contacts:** Rabbi Sydney Danziger shall be the point of contact for weekly compliance meetings with TC4. TC4 has agreed to attend weekly compliance meetings with the staff at TBT. The meetings will ensure that the internal governance measures and code of conduct are being adhered to and enforced by the camp advisors and the executive committee (EC). TBT will inform BPD of any issues arising with

the governance of the camp. Emergency life/safety issues shall prompt a call to 911 by EC staff, TBT staff, or both.

Authority: LUC 20.30U.122.D and LUC 20.30U.125.A.2

Reviewers: Major Popochock, (425) 452-4347 and Antoinette Pratt, (425) 452-5374

24. **Essential Service Providers:** TBT shall provide the location/facility for regular visits from essential service providers such as employment skills/placement counseling, addiction counseling, mental health treatment, housing placement, and case management. TC4 management shall not prohibit TC4 residents from establishing regular visits with providers even if this may interfere with encampment duties. Substitutions for resident duties shall be found to ensure equal access to these essential services.

Authority: LUC 20.30U.125.A.2

Reviewers: Major Popochock, (425) 452-4347 and Antoinette Pratt, (425) 452-5374

25. **Submittal of Future Temporary Encampment Applications:** In future, TBT and TC4 shall submit their application for temporary encampment three months prior to planned arrival date to ensure adequate time has been allowed for required processing in order to avoid encampment deployment delays.

Authority: LUC 20.35.500.A

Reviewers: Antoinette Pratt, (425) 452-5374

26. **Code of Conduct:** The Encampment Host, Encampment Sponsor, and Encampment Manager shall ensure enforcement of a Code of Conduct at the Temporary Encampment site. The Code of Conduct shall be in substantially the following form or address the following issues:

- a. Possession or use of illegal drugs is not permitted.
- b. No alcohol is permitted.
- c. No weapons are permitted.
- d. All knives over three and one-half inches must be turned in to the Encampment Manager for safekeeping.
- e. No violence is permitted.
- f. No open flames are permitted.
- g. No trespassing into private property in the surrounding neighborhood is permitted.
- h. No loitering in the surrounding neighborhood is permitted.
- i. No littering on the Temporary Encampment site or in the surrounding neighborhood is permitted.
- j. A trash patrol in the surrounding neighborhood is required every other day.

Nothing within this section shall prohibit the Encampment Host, Encampment Sponsor or Encampment Manager from imposing and enforcing additional Code of Conduct conditions not otherwise inconsistent with this section.

Authority: LUC 20.30U.125.A.2 and RCW 69.50 Controlled Substances Act

Reviewers: Antoinette Pratt, (425) 452-5374 and Major Popochock, (425) 452-4347

27. **TC4 Cooperation with BPD:** TC4 shall admonish, on behalf of SHARE/WHEEL, to all present and future EC staff members that *"TC4's policy requires full cooperation with public safety officials during a declared investigation or emergency event. Failure to comply could result in criminal charges for hindering an investigation."* Furthermore, *"they must cooperate fully with public safety officials in all calls to the camp that involve weapons, violence, a threat of violence, or domestic violence."* These warning shall be prominently posted in the security tent.

Authority: LUC 20.30U.125.A.2

Reviewers: Major Popochock, (425) 452-4347 and Antoinette Pratt, (425) 452-5374

28. **Utilities Department:** The Utilities Department has approved this proposal. No Utilities permit is required. However, sewer maintenance staff must witness connection to the existing side sewer for disposal of grey water from the shower. Contact Nate Dickey at (425) 452-4889, NDickey@bellevuewa.gov, to set up a time for him to inspect the sewer connection.

Authority: Sewer Engineering Standards, Chapter S3-08.C

Reviewers: Mohamad Sambou, (425) 452-4853

Attachments

- A. Code of Conduct—TC4
- B. City of Sammamish Ordinance
- C. Zoning Map
- D. Site Map
- E. TC4 resource Guide—Human Services Division
- F. Communicable Health Standards for Schools and Daycares, Notifiable Conditions Definitions & Standards
- G. Recommended Shelter Health and Safety Best Practice Guidelines—Seattle/King County

ATTACHMENT A
(Code of Conduct – TC4)

EXHIBIT A: SHARE / WHEEL TC4 CODE OF CONDUCT

SHARE / WHEEL TENT CITY 4 CODE OF CONDUCT

We the people of SHARE/WHEEL, in order to keep a more harmonious community, require that you observe the following code of conduct while residing at Tent City 4:

1. **Tent City 4 is a drug and alcohol-free zone.** Those caught drinking or using drugs will be forced to leave immediately. Sobriety is required.
2. **No weapons are allowed.** Knives over 3 ½ inches must be checked in.
3. **Violence will not be tolerated under any circumstances.** Please attempt to resolve any conflict in a creative and nonviolent manner.
4. **Degrading ethnic, sexist or homophobic remarks are not acceptable.**
5. **No physical punishment, verbal abuse or intimidation will be tolerated.**
6. **We are a community.** Please respect the rights and privacy of your fellow campers.
7. **No men in the women's tents. No women in the men's tents.**
8. **No open flames in the Honey Buckets.**
9. **No loitering or disturbing neighbors. No trespassing.**
10. **Attendance at camp meetings is required.** Ask about posted days and times so that you can work it into your schedule.

Violating one or more of the terms of this Code of Conduct will result in your being temporarily or permanently barred from Tent City 4.

You may be barred for:

1. Loitering in the neighborhood.
2. Arguing with ECs or Camp Advisors.
3. Too many blankets or mats in your tent.
4. Slamming Honey Bucket Doors.
5. Getting mail at camp or host (including churches).
6. Theft of any resident's property or Tent City 4 property.
7. Anything that results in a 911 call that is not a legitimate emergency.
8. Buying alcohol within our host city.
9. Parking your personal vehicle within two blocks of the campsite.
10. Personally asking anyone from our host, supporting churches or volunteers for anything.
11. Repeated write ups for minor infractions.
12. Issuing illegitimate incident reports or bars.
13. Sexual harassment.
14. Moving out without completing the required duties listed on the reverse side during your stay.

ATTACHMENT B
(City of Sammamish Ordinance)

**CITY OF SAMMAMISH
WASHINGTON
ORDINANCE NO. O2021-_____**

**AN ORDINANCE OF THE CITY OF SAMMAMISH, WASHINGTON,
AMENDING ORDINANCE NO. O2020-512 TO EXTEND PERMIT
NUMBER TUP2020-00652 FOR UP TO 30 DAYS; PROVIDING FOR
SEVERABILITY, DECLARING AN EMERGENCY, AND
ESTABLISHING AN IMMEDIATE EFFECTIVE DATE**

WHEREAS, the World Health Organization has determined that a pandemic exists due to the global spread of a highly contagious virus commonly known as COVID-19; and

WHEREAS, a state of emergency has been declared by federal, state, county, and municipal governments in response to the pandemic; and

WHEREAS, on March 23, 2020, Governor Jay Inslee issued Emergency Proclamation 20-25 requiring all people in Washington State to immediately cease leaving their home or place of residence except to conduct or participate in essential activities and/or for employment in essential business services until midnight on April 6, 2020; and

WHEREAS, Governor Jay Inslee subsequently issued extensions of the stay-at-home requirements in various forms through Proclamations 20-25, et seq., later amended to “Safe Start – Stay Healthy – County-By-County Phased Reopening” and most recently “Healthy Washington – Roadmap To Recovery”; and

WHEREAS, applicants Mary Queen of Peace and SHARE/WHEEL received a temporary homeless encampment use permit (permit no. THEU2019-00620) to locate Tent City IV in the parking lot of Mary Queen of Peace from January 24, 2020 until May 23, 2020; and

WHEREAS, the pandemic and the emergency declarations and proclamations hindered Tent City IV’s efforts to find their next encampment location; and

WHEREAS, at the request of Mary Queen of Peace, the City Council granted 30-day extensions of permit no. THEU2019-00620 on five occasions through adoption of Emergency Ordinance Nos. O2020-499, O2020-505, O2020-506, O2020-509, and O2020-510; and

WHEREAS, Mary Queen of Peace was no longer able to host Tent City IV but offered to host the encampment for a limited duration while they obtained permits to move to their next encampment location; and

WHEREAS, Faith United Methodist Church in Klahanie offered to host Tent City IV; and

WHEREAS, on September 15, 2020 and October 6, 2020, the City Council held a public hearing on Emergency Ordinance O2020-512; and

WHEREAS, on October 6, 2020, the Sammamish City Council approved Emergency Ordinance O2020-512, which granted Tent City IV and SHARE/WHEEL an exemption from the duration and frequency requirements set forth in SMC 21A.70.195(2), extended the expiration date of Permit Number THEU2019-00620 for the minimum time required for the City to process a permit to relocate to the encampment the Faith United Methodist Church site, and specified that Tent City IV shall vacate the City no later than March 31, 2021; and

WHEREAS, applicants Faith United Methodist Church and SHARE/WHEEL received a temporary homeless encampment use permit (permit no. TUP2020-00652) to locate Tent City IV in the parking lot of Faith United Methodist Church from November 6, 2020 until March 31, 2021; and

WHEREAS, in February 2021, Tent City IV applied to the City of Bellevue for a permit to relocate their encampment to Temple B’Nai Torah; and

WHEREAS, based on conversations with staff from the City of Bellevue, it does not appear the permit will be issued in time for Tent City IV to move by March 31, 2021; and

WHEREAS, the City Council wishes to postpone the expiration of permit number TUP2020-00652 to allow Tent City IV a grace period during which the City of Bellevue can finish processing the permit at Temple B’Nai Torah; and

WHEREAS, although the City appreciates the difficulty in finding a new site outside of the City’s jurisdictional boundary, due the emergent situation associated with the COVID19 pandemic, a Temporary Homeless Encampment is categorized as a temporary use, does have impact to the surrounding community, and should be restricted in duration; therefore Tent City IV shall exit the jurisdictional limits of the City of Sammamish within five calendar days after issuance of the City of Bellevue encampment permit, or no later than April 30, 2021, whichever comes first.

WHEREAS, the City Council finds that it is in the public interest to adopt this Ordinance as necessary for the immediate protection of the public health, safety, property, or peace;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Findings of Fact. The Recitals set forth above are adopted as the Findings of Fact required pursuant to RCW 36.70A.390.

Section 2. Extension of Permit Number TUP2020-00652. The expiration date of permit number TUP2020-00652 shall be extended until April 30, 2021.

Section 3. Tent City IV Required Dislodgment Date. Tent City IV shall vacate the City of Sammamish jurisdictional limits within five calendar days after issuance of the City of Bellevue encampment permit, or no later than April 30, 2021, whichever comes first.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or

otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 5. Effective Date. This Ordinance, as a public emergency ordinance necessary for the protection of the public health, public safety, public property, and public peace, shall take effect and be in full force on its adoption. Pursuant to Matson v. Clark County Board of Commissioners, 79 Wn. App. 641, 904 P.2d 317 (1995), non-exhaustive underlying facts necessary to support this emergency declaration are included in the “WHEREAS” clauses above, all of which are adopted by reference as findings of fact as if fully set forth herein.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE ____ DAY OF _____ 2021.**

CITY OF SAMMAMISH

Mayor Karen Moran

ATTEST/AUTHENTICATED:

Lita Hachey, City Clerk

Approved as to form:

Lisa Marshall, City Attorney

Filed with the City Clerk:

First Reading:

Public Hearing:

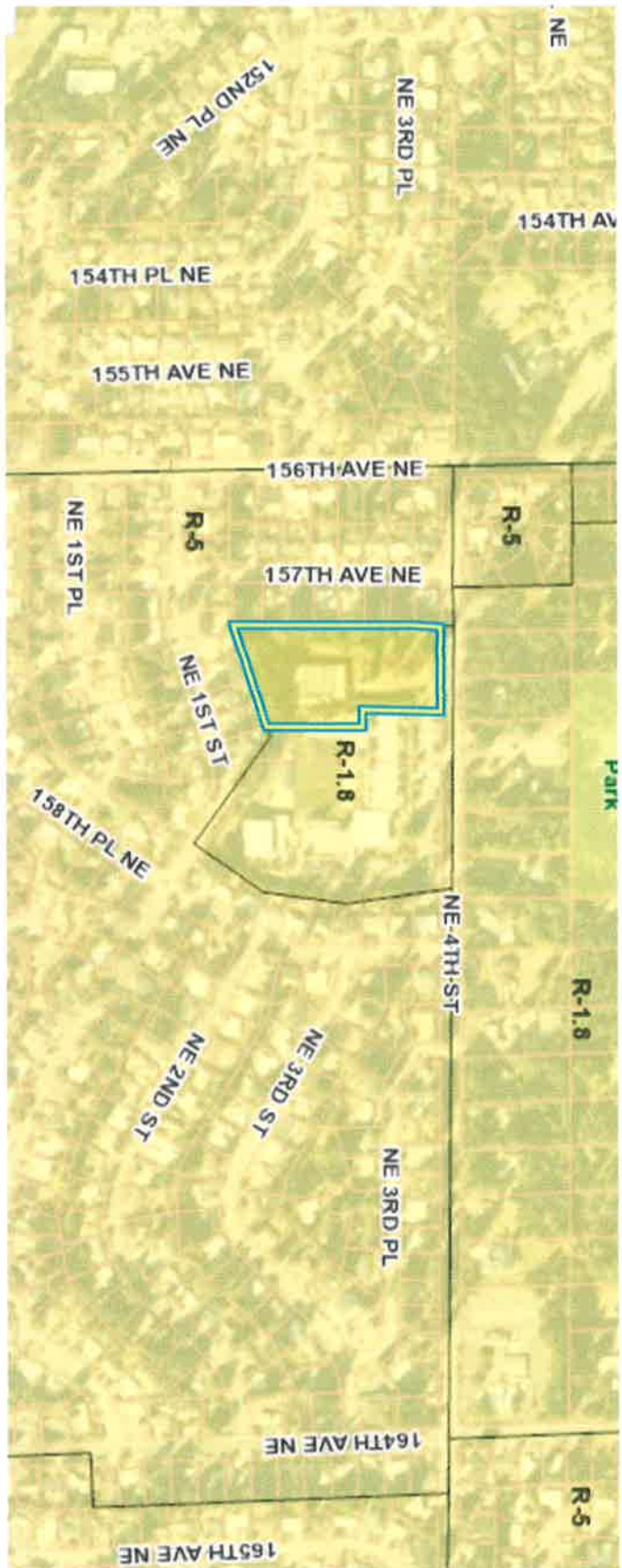
Passed by the City Council:

Date of Publication:

Effective Date:

ATTACHMENT C
(Zoning Map)

Zoning Map



ATTACHMENT D
(Site Map)

EXHIBIT G: PROPOSED SITE PLAN



Building codes conditions
1) Gates must be openable from the encampment side w/o any special knowledge or effort,
2) There must be enough light to allow for safe egress,
3) Tents & other structures shall not obstruct the path of egress from the Temple and
4) All mechanical, electrical and plumbing shall be inspected for compliance by City of Bellevue inspectors

CITY OF BELLEVUE
DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION
APPROVED AS CORRECTED
SUBJECT TO FIELD INSPECTION
OVERSIGHT OR VIOLATIONS OF CITY ORDINANCES ARE NOT INCLUDED IN THIS APPROVAL.
DATE APPROVED: 03/26/2021
APPROVED BY: Lee Kranz
425-452-2732
lkranz@bellevuewa.gov

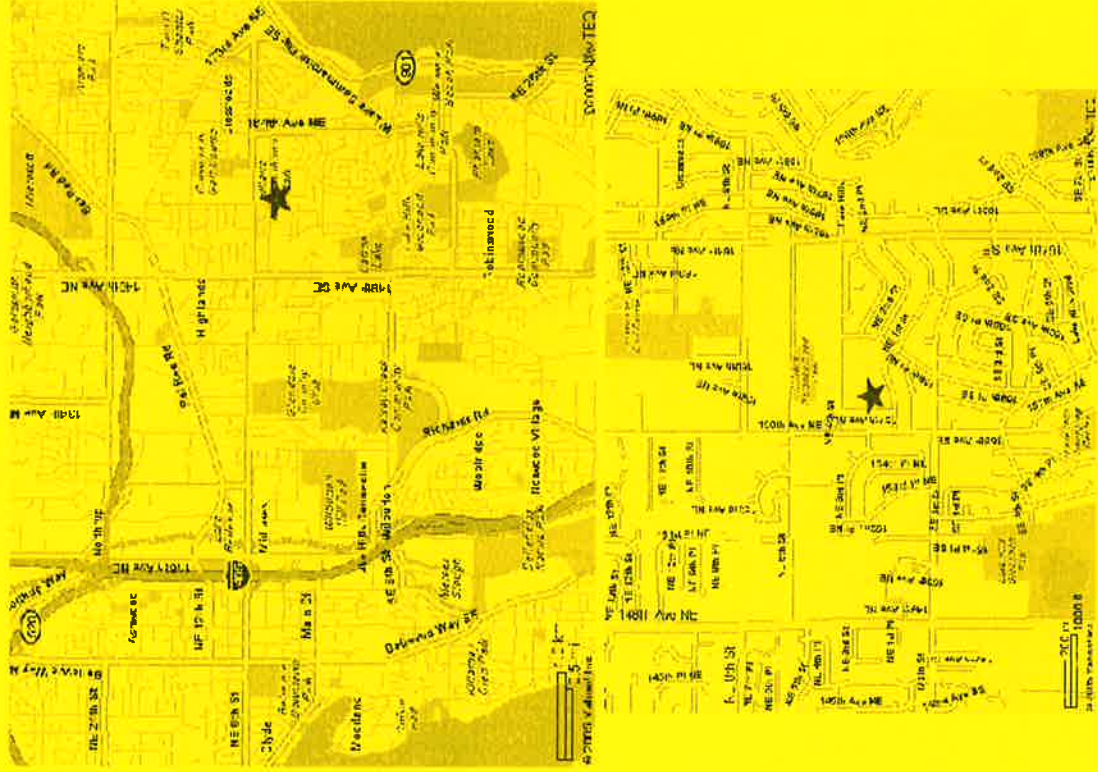
ALL CONSTRUCTION TO BE DONE IN CONFORMANCE WITH APPROVED PLANS AND REQUIREMENTS OF THE INTERNATIONAL BUILDING, MECHANICAL AND ENERGY CONSERVATION CODES, UNIFORM PLUMBING CODE, NATIONAL ELECTRIC CODE, (INCLUDING WA STATE & CITY OF BELLEVUE AMENDMENTS)

ATTACHMENT E
(Human Services Resource Guide)

Bellevue Resource Information Booklet



Temple B'nai Torah 15727 NE 4th St. Bellevue, WA 98008



NOTES

Covid Information:

King County Coronavirus Call Center
206-477-3977 (interpretive services available)

General Covid Questions:

Washington State Novel Coronavirus Call Center
800-525-0127 (multiple languages available)

Covid Vaccine: findyourphsewa.com

(Help navigating online vaccine resources: Community Living Connections of Seattle & King County 1-844-348-5464)-multiple languages available

Note: The Temple B'nai Torah will provide WiFi access (it can be slow but is available to Tent City residents)



Banks

US Bank

13830 NE 20th St.
(425) 401-8410
Distance: 3 miles

Wells Fargo

2201-156th Ave. NE
425-401-0076
Distance: 1.3 miles

Key Bank

1350 156th Ave NE
(425) 641-1015
Distance: 0.6 miles

Bank Of America

15600 NE 8th
(425) 201-0722
Distance: 0.2 miles

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- **All addresses are within Bellevue unless otherwise noted.**

- **All distances are calculated from Temple B’Nai Torah.**

- **If you need help locating any additional services, please call the Community Information Line at (206) 461-3200 / 2-1-1 or the Bellevue Human Services Division at (425) 452-6884.**

Grocery Stores

QFC Quality Food Center

15600 NE 8th St # K1
(425) 865-0282
Distance: 0.2 miles

Safeway

1645 140th Ave NE
(425) 373-5263
Distance: 1.3 miles

Crossroads Grocery

Outlet

15625 NE 8th St.
(425) 633-1640
Distance: .35 miles

Walmart

15063 Main Street
(425) 643-9054
Distance: .75 miles

Trader Joe's Co

15563 NE 24th St.
(425) 641-5069
Distance: 1.7mile



Post Office

US Post Office

12224 Bel-Red Road
(800) 275-8777 or 425-401-0892
Distance: 2.6 miles



Gas Stations

Chevron

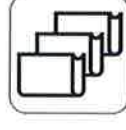
16256 NE 8th St.
(425) 643-2278
Distance: 0.4 miles

76

106-148th Ave. NE
(425) 746-1244
Distance: 0.5 miles

7-11

15 148th Ave NE
(425) 746-7564
Distance: 0.6 miles



Libraries*

King County Library

Crossroads Shopping
Center
15600 NE 8th St
(425) 644-6203
Distance: 0.2 miles

Lake Hills Library

15590 Lake Hills Blvd
(425) 747-3350
Distance: 0.8 miles

*currently closed because of COVID



Government/ Municipal Court

Social Security Administration

636-120th Ave. NE, Suite 100
(866) 574-2323
Distance: 2.70 miles

Washington State Department of Social and Health Services (DSHS) - Crossroads

805 156th Ave. NE
(877) 501-2233
Distance: 0.33 miles

King County District Court and City of Bellevue Adult Misdemeanant Probation

1309-114th Ave. SE, #100
(206) 205-9200 or (800) 325-6165
Distance: 1.6 miles

Bellevue City Hall (office is currently closed but services are available by phone)
450-110th Ave. NE
(425) 452-6800
Distance: 3.4 miles

Bellevue Mini-City Hall (office is currently closed but services are available by phone)
Crossroads Bellevue Shopping Center
NE 8th & 156th



Food Banks and Feeding Programs

Hopelink

14812 Main Street
(Food Bank - Tue: 12-4; Wed: 3-7; Thurs: 10-2)
(425) 943-7555
Distance: 0.81 miles

Renewal Food Bank

15022 Bel-Red Road
(Mon: 10-1; Tues: 4-6:30; Wed: 10-1)
425-736-8132
Distance: 1.7 miles

Salvation Army

Weekday Evening Community Dinners
(Mon-Fri: 6-7 pm)
911-164th Ave. NE
(425) 452-7300
Distance: 0.92 miles



Shelters

Congregations for the Homeless: (425) 496-4885

Indoor shelter for single adult men

Friends of Youth:

Youth Haven (youth 7-17): 206-236-5437

The Landing (youth 18-24): 425-449-3868

The Sophia Way: (425) 572-2178

Indoor shelter for single adult women

CCS Family Shelter: 425-679-0350

City of Bellevue Homelessness Outreach

Coordinator: Stephanie Martinez, 425-577-1553

City of Redmond Homelessness Outreach

Coordinator: Tisza Rutherford, 425-553-7093

TSW Vehicle Outreach Coordinator:

Eric Ballentine, 425-214-2217



Hospitals

Kaiser Permanente

11511 NE 10th St.

Bellevue, WA 98004

(425) 502-3000

Distance: 3 miles

Overlake Hospital

1035 116th Avenue NE

(425) 688-5000

Distance: 2.95 miles



Employment (continued)

Labor Ready

14315 NE 20th, Suite #E

(425) 688-8878

Distance: 2 miles



Legal Information

Catholic Community Services (Bellevue)

(Tenant Legal Assistance Center)

875-140th Ave. NE, Suite 205

206-324-6890

Distance: 1.35 miles

Eastside Legal Assistance Program

(425) 747-7274

King County Bar Foundation - Pro Bono Services

206-267-7090

Tenant Services Hotline

206-723-0500 or 206-694-6767



Employment

Bellevue College

Workforce Education (services currently are remote)
Worksource Affiliate Site
3000 Landerholm Circle, Bldg. B, Room B31
(425) 564-4110 or 425-564-4054
Distance: 2.96 miles

Jewish Family Service (virtual services)

Eastside Multi-Ethnic Center
Bilingual Career Counselors and Case Managers specializing in immigrant and refugee communities.
15821 NE 8th Street, Suite 210
(425) 643-2221 or 206-461-3240
Distance: 0.44 miles



Medical/Dental Clinics

Eastgate Public Health Center

Services provided on sliding scale to non-insured individuals
14350 SE Eastgate Way
(206) 296-4600
Distance: 4.38 miles

HealthPoint

Medical and Dental Care to insured and non-insured individuals
16315 NE 87th Street, Suite, B-6, Redmond
(425) 882-1697
Distance: 6.89 miles

International Community Health Services

1050-140th Ave. NE
425-644-5506
Distance: 1 mile



Thrift Stores

Children's Hospital & Thrift

15137 NE 24th St

Redmond, WA

(425) 746-3092

Distance: 1.3 miles

Goodwill Bellevue

15301 NE 24th St, Redmond

(425) 649-2080

Distance: 1.6 miles



Clothing Banks

YWCA Working Wardrobe

Business attire for men and women with job interviews or work

16601 NE 80th Street, Redmond

(425) 556-1350

Distance: 6.42 miles



Houses of Worship (within one mile)

New Hope Ministries

15760 NE 4th St

(425) 746-3730

Distance: 0.0 miles

Eastside Bahai Center

16007 NE 8th St.

(425) 902-8176

Distance: 0.6 miles

Cross Of Christ Lutheran Church

411 156th Ave NE

(425) 746-7300

Distance: 0.1 miles

Church Of Jesus Christ Of LDS

14536 Main St

(425) 562-7093

Distance: 0.7 miles

Bellevue Christian Reformed

1221 148th Ave NE

(425) 747-5288

Distance: 0.8 miles

Lake Sammamish Foursquare Church

14434 NE 8th St

(425) 463-7000

Distance: 0.8 miles

Calvary Lutheran Church

16231 NE 6th St

(425) 401-1595

Distance: 0.3 miles

Church Of The Resurrection

15220 Main St

(425) 746-0322

Distance: 0.3 miles

Islamic Center Of Eastside

14230 NE 21st St.

(425) 746-0398

Distance: 0.6 miles

Church Of Holy Apostles

15220 Main St

(425) 351-1423

Distance: 0.3 miles

Overlake Park Presbyterian Church

1836 156th Ave NE

(425) 746-8080

Distance: 0.9 miles

Unity Church Of Bellevue

16330 NE 4th St

(425) 747-5950

Distance: 0.3 miles

St Peters United Methodist Church

17222 NE 8th St

(425) 747-3210

Distance: 0.9 miles



Crisis Services

Crisis Clinic

Crisis Line
1-866-427-4747 (youth)
206-461-3222 (adults)
or 2-1-1

LifeWire

Crisis Line
1-800-827-8840 or 425-746-1940

King County Sexual Assault Resource Center

Crisis Line
1-888-998-6423 or 425-226-5062



Laundry Self-Service

Overlake Village Maytag

Laundry
14910 NE 24th St
Redmond, WA
(425) 881-0303
Distance: 1.3 miles



Supplies/Hardware/Auto

O'Reilly's Auto Supply

4000 Factoria Blvd. SE
(425) 747-3856
Distance: 4.5 miles

Fred Meyer

2041-148th Ave. NE
Redmond, WA
(425) 865-8560
Distance: 2 miles

Napa Auto Parts

2033 140th Ave NE
(425) 746-5801
Distance: 1.5 miles

Home Depot

325 120th Ave NE
(425) 451-7351
Distance: 2.8 miles

Big 5 Sporting Goods

4055 Factoria Blvd SE
(425) 747-5230
Distance: 3.3 miles



Bus Transportation

Metro Rider Information Line

(206) 553-3000

Metro ORCA-LIFT (reduced fare)

To enroll, call: 206-553-3000 or 800-756-5437

Hopelink

425-943-7555

Sound Transit

888-889-6368

Bus Transportation

Routes At Major Intersections

156th Ave NE & NE 4th St

Distance: 0.1 mile W

Route MT 226 Eastgate P & R

Route MT 245 Factoria/Kirkland

NE 8th St & 156th Ave NE

Distance: 0.3 mile N

Route MT 221 Education Hill

164th Ave NE & NE 4th St

Distance: 0.4 mile E

Route MT 221 Eastgate P & R

156th Ave NE & NE 10th St

Distance: 0.4 mile N

Rapid B Line Bellevue Transit Center/Redmond TC

Route 245 Factoria/Kirkland

ATTACHMENT F
(State Requirements for Daycares and Schools)

WAC 246-101-415 Responsibilities of child day care facilities.

Child day care facilities shall:

(1) Notify the local health department of cases, suspected cases, outbreaks, and suspected outbreaks of notifiable conditions that may be associated with the child day care facility.

(2) Consult with a health care provider or the local health department for information about the control and prevention of infectious or communicable disease, as necessary.

(3) Cooperate with public health authorities in the investigation of cases, suspected cases, outbreaks, and suspected outbreaks of disease that may be associated with the child day care facility.

(4) Establish and implement policies and procedures to maintain confidentiality related to medical information in their possession.

[Statutory Authority: RCW 43.20.050. WSR 11-02-065, § 246-101-415, filed 1/4/11, effective 2/4/11; WSR 00-23-120, § 246-101-415, filed 11/22/00, effective 12/23/00.]

WAC 246-101-420 Responsibilities of schools. Schools shall:

(1) Notify the local health department of cases, suspected cases, outbreaks, and suspected outbreaks of disease that may be associated with the school.

(2) Cooperate with the local health department in monitoring influenza.

(3) Consult with a health care provider or the local health department for information about the control and prevention of infectious or communicable disease, as necessary.

(4) Cooperate with public health authorities in the investigation of cases, suspected cases, outbreaks, and suspected outbreaks of disease that may be associated with the school.

(5) Release identifying information only to other individuals responsible for protecting the health and well-being of the public through control of disease.

(6) Schools shall establish and implement policies and procedures to maintain confidentiality related to medical information in their possession.

[Statutory Authority: RCW 43.20.050. WSR 11-02-065, § 246-101-420, filed 1/4/11, effective 2/4/11; WSR 00-23-120, § 246-101-420, filed 11/22/00, effective 12/23/00.]

ATTACHMENT G
(Recommended Shelter Health and Safety Best Practice Guidelines--
Seattle/King County)

Recommended Shelter Health and Safety Best Practice Guidelines

Public Health – Seattle & King County

Health Care for the Homeless Network
999 Third Avenue, Suite 1200
Seattle, Washington 98104
<http://www.metrokc.gov/health/hchn/>

July 2005



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Revised:

April 1996 With input from the Communicable Disease Control and Environmental Health Divisions of the Seattle-King County Public Health Department.
 December 1996 With input from shelter provider advisory group. TB info updated.
 February 1999
 May 2005

Please direct questions or suggestions about these standards to:

Heather Barr, RN, Public Health Nurse, Ph (206) 296-5091
 Health Care for the Homeless Network, a program of Public Health – Seattle & King County

Permission to reproduce and distribute this document is granted.

All information is general in nature and is not intended to be used as a substitute for appropriate professional advice.

COMMUNICABLE DISEASE CONTROL HAND WASHING

General Information:

- Hand washing is the single most effective and least costly way to reduce the spread of infections, including the common cold, hepatitis A, food borne illnesses, and many other viral and bacterial diseases.
- Alcohol-based hand rub is also effective in limiting the spread of such diseases.
- Shelter and other environments should encourage and support good hand hygiene.

Facility Recommendations & Environmental Modifications:

Ensure that your shelter or facility has:

- Posters encouraging *frequent* hand washing posted in common areas.
- Posters showing proper hand washing *technique* posted by all sinks.
- Sinks and hand washing facilities that are easily accessible to staff and clients.
- Sinks that are kept in good repair, drain properly, and have both hot and cold water.
- Soap dispensers that contain soap and are in good working order. Non-refillable soap dispensers are recommended.
- Disposable towels available.
- Facial tissues such as Kleenex available for staff and clients. Tissues help contain sneezes and coughs and provide a barrier for hands. Trash cans should be available for proper disposal of tissues.
- Alcohol-based hand rub dispensers installed at entry areas.

Staff Recommendations:

Staff should:

- Model and encourage good hand hygiene.
- Wash their hands immediately after using the toilet.
- Wash their hands before serving, preparing or eating food.
- Wash their hands before and after providing any “hands on” assistance to clients (such as assisting with mobility, balance, health or hygiene needs).
- Wash their hands after handling clients’ unwashed clothing or bedding.
- Wear aprons/coveralls and gloves when handling soiled laundry to reduce risk of infection.
- Wear gloves when handling client belongings to reduce risk of infection from bacteria, viruses, lice or mites, and to reduce risk of infection by needle stick.

Procedural Recommendations:

- Encourage staff and clients to wash or sanitize hands upon entering the shelter. This will effectively reduce the number of germs entering the shelter. Alcohol-based hand rub dispensers installed at entry areas encourage this practice.
- Do NOT use cloth towels or re-use paper towels.
- Instruct clients and volunteers who serves or prepare food to wash their hands ahead of time.
- Ensure that your shelter has a policy regarding blood borne pathogens control (“Standard Precautions in the Shelter Setting”).

COMMUNICABLE DISEASE CONTROL FOOD HANDLING

Improper food handling can spread infection to large groups of people at one time. Food borne illnesses nearly always result in vomiting, diarrhea and malaise, all of which are particularly difficult for homeless people to endure. Therefore conscientious adherence to food handling standards is strongly encouraged.

For further information please see the Public Health – Seattle & King County Food Handling Guidelines at <http://www.metrokc.gov/health/foodsfty/>. To arrange for further education about food safety issues at your site contact Environmental Health at (206) 296-4632.

Facility Recommendations & Environmental Modifications:

- The kitchen area is clean. A cleaning schedule is posted and adhered to.
- Kitchen counter tops are intact and are sanitized before food preparation begins.
- Surfaces where people eat are smooth, intact, and easily washable. Sanitize all surfaces before food is served.
- Dish washing is accomplished safely and appropriately:
 - 1) Hand dish washing uses a three compartment sink (wash, rinse, sanitize)
 - 2) Dishwashers have a high temperature sanitizing rinse (170 F) or a chemical sanitizer.
 - 3) Cutting boards are washed, rinsed, and sanitized between each use.
- Thermometers are placed and kept in all refrigerators and read below 41 F.

Procedural Recommendations:

- Staff who handle food have current food handlers' permits.
- Staff, client volunteers, and outside volunteers wash hands before preparing or serving food.
- Staff wash their hands after handling uncooked meat, before handling other food or utensils.
- Ill people are not permitted to prepare or serve food to others.
- Foods are cooked to temperatures as required by code.
- Foods delivered from outside sources are held at 140F or hotter (or 41F or lower for cold foods) and the temperatures are checked when the food arrives. A log is kept of temperature checks on all meals.
- Foods that have been donated should comply with the current WA Food Code guidelines for donated food (see <http://www.doh.wa.gov/ehp/sf/Pubs/FoodRule/food-donations-guidelines-1204.doc> or the code at <http://www.leg.wa.gov/WAC/index.cfm?section=246-215-151&fuseaction=section>)
- Foods to be warmed are reheated to at least 165 F and checked with a long-stem thermometer prior to being served.

To view the Washington State Food Code & the May 2005 Code revisions visit:
<http://www.doh.wa.gov/ehp/sf/food/FoodRuleMain.htm> or call Environmental Health for more information (206) 296-4632.

ENVIRONMENTAL SAFETY INJURY PREVENTION

Facility Recommendations & Environmental Modifications:

- Stairs are in good repair, equipped with a handrail, and are not slippery.
- A First Aid Kit is kept in an accessible location, appropriately stocked, and checked monthly.
- A telephone is accessible for calls to 911.
- The shelter has an approved sharps bio-hazard container to collect used needles and syringes and has a policy for the proper disposal of these items.
- Emergency preparedness supplies are fully stocked and are replaced as necessary.
- In facilities serving children, appropriate childproofing measures and modifications have been made including: childproof electrical outlets, locked screens or other barriers to prevent children from falling out of upper floor windows, stairwell gates, doors that open from inside without a key, and precautions to protect children from burns and other injuries.
- All playground equipment, toys, and diapering areas are safe and adhere to safety standards.

Procedural Recommendations:

- No weapons are permitted on the shelter premises.
- The possession and use of illegal substances is prohibited on the shelter premises.
- There is a policy for proper disposal of needles and syringes.
- The shelter has begun preparing for earthquakes and other potential disasters. There is a plan to be prepared by _____ (date), including both supplies and written plans/protocols.

ENVIRONMENTAL SAFETY BURN PREVENTION

Facility Recommendations:

- The shelter adheres to the Uniform Fire Code applicable to transient accommodations.
- Smoke detectors are placed in appropriate areas and are functional. Batteries are changed on a regular schedule.
- Exits are clearly marked. Illuminated exit signs are functional.
- Evacuation routes are posted and visible.
- Staff are trained in evacuation procedures.
- Fire drills are conducted regularly.
- There are ____ (#) fire extinguishers. They are in working order and are checked monthly.
- Staff are trained in the use of fire extinguishers.
- The water heater is set at 120 F to prevent scalding burns.

ENVIRONMENTAL SAFETY – SANITATION AND HYGIENE

Environmental Quality:

- The water is safe to drink and free of contamination.
- The air quality is good:
 - No fumes or noxious odors are present (i.e. paint fumes, cleaning solutions).
 - Smoking is restricted to designated areas.
 - A source of fresh air is available (i.e. there are windows and doors that open).
 - The ventilation system is functional.
 - If there is no automatic H-VAC system, windows and/or doors are left open for 10-15 minutes several times per day to provide air exchange.

Maintenance:

- Indoor and outdoor environments are clean and free of debris.
- Floors are washed daily and carpeted areas vacuumed daily.
- Floors are cleaned immediately after any spills.
- There are enough trashcans available for clients and staff so that trash is easily disposed of and cans are not overflowing. Garbage cans are lined with a plastic bag and have covers.
- Garbage (biodegradable matter such as food) & trash (paper/plastic/refuse) are removed daily.
- Janitorial equipment and supplies are in good repair and have a designated storage space. Cleaning supplies and chemicals are kept out of children's reach and separate from food.
- Pest control is done on a regular basis. The premises are pest-free, to the extent possible.

Kitchens and Bathrooms:

- Plumbing is in working order in the showers, sinks, and toilets.
- Kitchen, bathrooms, and common areas have posted cleaning schedules that are adhered to. Kitchen and bathrooms are cleaned at least twice daily, preferably after high-use periods.
- Sanitary napkins, tampons, disposable diapers are disposed of in specially provided containers that are lined with plastic bags and emptied daily.
- Signs are posted in the bathrooms/showers that discourage clients from sharing personal items. (Signs can be obtained from Public Health Nurse at 296-4656)

Bedding:

- Laundry facilities have adequate capacity. Dryers can attain 165F.
- Bedding is stored in such a way that used bedding does not contact other used bedding or other clean bedding.
- New clients are issued fresh bedding upon arrival at the shelter. Bedding is changed weekly.
- Bedding is laundered weekly if used by the same client for a week.
- Soiled bedding is washed immediately.
- Mats are washable and covers are intact or adequately repaired. Mats are wiped down with a 1:10 bleach solution or other sanitizing solution if not used by the same client.

Client Belongings:

- Client belongings are stored in such a way that one client's possessions are not in contact with another client's possessions. Items hung on hooks have enough space between them so they don't touch. This helps control the spread of scabies and lice.
- Shelters encourage clients to not share personal items such as toothbrushes, combs, brushes, razors, or any tattoo, piercing, self-mutilation ("cutting"), or injection implements in order to reduce the risk of infection or infestation.

CLIENT HEALTH

It is important to have some basic health information about clients in shelter settings in order to:

- a) **Better plan for their care**
- b) **Ease or prevent discomfort and suffering**
- c) **Help prevent the spread of disease from sick to healthy clients**

Procedural Recommendations:

- Ensure that the shelter has a mechanism for referring clients with no health care provider.
- Make sure that any client who appears to be ill or injured is questioned and referred to a health care provider. (see “Communicable Disease Symptom Identification and Referral”)
- Briefly screen clients who seek help or who appear ill or injured for emergent medical and psychiatric needs they may have including detox, emergency care, and referral to a health care provider.
- For shelters where a stay of greater than one week is anticipated or documented, a more detailed health intake should be conducted. Collect basic health information from clients including: current symptoms, medications, allergies, usual health care provider, emergency contact name and phone number, next of kin.
- Register all shelter clients daily. This is important in case of fire or other disaster, or in the event of an out break of TB or other infectious illness to help determine who was exposed.

The following sample policies, protocols, and guidelines are available from Seattle-King County Health Care for the Homeless Network. They have been developed by the HCHN Public Health Nurse and are included in this document as appendices. Call (206) 296-5091 for further information on these topics.

Sample Policy – Topics:

- Basic Health & Safety Standards/Communicable Disease Control
- Standard Precautions in the Shelter Setting
- Blood/Bodily Fluid Exposure
- Blood/Bodily Fluid Clean-up Protocol
- Laundry Hygiene in the Shelter Setting
- Scabies Policies and Procedures
- Lice Policies and Procedures
- Staff Health
- General Cleaning
- Kitchen Hygiene

CLIENT HEALTH

COMMUNICABLE DISEASE SYMPTOM IDENTIFICATION AND REFERRAL

Early identification of clients who present with signs or symptoms which may indicate the presence of a communicable disease can help reduce the risk of disease outbreaks.

Symptom	Response
Persistent cough	<p>Screen client for tuberculosis*:</p> <ul style="list-style-type: none"> Has cough lasted three weeks or longer? Has the client lost weight recently or notices clothing fits more loosely? Is the client extremely fatigued? Does the client have a fever? Does the client sweat heavily at night? <p>Clients who respond affirmatively to three weeks of coughing and who also have one or more of the other symptoms listed above will be referred to a health care provider for evaluation as soon as possible.</p> <p>To the best of their ability shelter staff will then:</p> <ul style="list-style-type: none"> • Separate persistently coughing clients from the general population. • Instruct persistently coughing clients to cover their cough with their inner elbow or shirt, jacket, or Kleenex tissue. • Provide masks for clients to assist with covering their cough. • Refer coughing clients to on-site health care providers or nursing staff. <p>These measures may also help limit the spread of colds, flu, pertussis and other airborne illnesses/diseases. In addition they may assist the client in getting help for other chronic respiratory problems such as asthma, emphysema, or allergies which may share similar symptoms (such as persistent coughing).</p>
Diarrhea or Vomiting (> 2-3 days)	<p>Encouraged client to see a health care provider as soon as possible.</p> <p>Instruct client to observe stringent hand washing and/or frequent use of alcohol-based hand rub.</p>
Itchiness, Persistent scratching, Unusual rash	<p>Refer client to a healthcare provider as soon as possible.</p>
Untreated lice or scabies	<p>Allow client to stay the night, but send them to a health care provider for treatment as soon as possible.</p>

* Please see the Seattle-King County TB Control Guidelines for Homeless Service Agencies for more information about procedures related to TB control.

STAFF HEALTH

Procedural Recommendations:

- Shelters should maintain a *daily census* listing all staff, volunteers, and clients who are at the facility. This practice serves both security and infection control purposes. For example, if a person with a case of active TB is found to have stayed at the shelter, a daily census allows health department officials to know who was at the site when and to determine who may have been exposed. In the event of an evacuation or other emergency, roll call can be taken to avoid losing anyone.
- A TB counseling, screening, and prevention program for homeless agency staff—including volunteers who expect to work for cumulative hours of more than 10 hours—should be established to protect both staff and clients. Screening requirements should be included in the agency TB policy, in job descriptions, and in personnel policies. All homeless shelters should have a written and enforced policy that staff will be required to show proof of TB screening.
- Agencies should appoint one person responsible for documenting TB status and skin-test results of all staff and volunteers. The tuberculosis and immune status of staff members is confidential health information and individual privacy needs to be protected by law.
- If a client at the shelter is found to have active tuberculosis, the shelter manager and staff will cooperate with the Health Department's investigation of the case.

Immunizations:

- Staff are strongly encouraged to bring their immunization status up to date including tetanus, measles, and rubella.
- Staff are encouraged to obtain flu vaccines each flu season, and to be vaccinated against Hepatitis B.

TB Screening & Testing*:

- Public Health—Seattle & King County recommends different TB screening practices for homeless agency staff than it does for their clients. These recommendations are based on well-researched models of TB control and efficient use of resources.
- All homeless agency staff should be screened for TB every 6-12 months, depending on the incidence of active TB cases at your facility.
- Staff that have not had documented TB screening with a skin test within the last 12 months will be required to undergo two step baseline TB skin testing (1-3 weeks apart).
- The first TB skin testing should be done prior to or on the first day of employment.
- Homeless agency staff who have positive PPD test results should be identified and evaluated to rule out a diagnosis of active TB.
- Staff who are symptomatic (show signs of disease) or suspected of having active TB should be immediately excluded from the workplace until confirmed non-infectious. They should also be required to have an immediate medical evaluation through the TB Clinic at Harborview Medical Center, a Public Health Clinic site, or their private medical provider. The medical evaluation will include a PPD and/or chest x-ray within 48 hours.
- Immunocompromised staff/volunteers need TB screening by symptom review and chest x-ray since TB skin testing may be falsely negative for these people. They also need informed counseling of potential risk of acquiring TB on the job due to their medical condition.

* Please see the Seattle-King County TB Control Guidelines for Homeless Service Agencies for more information about procedures related to TB control.

STAFF TRAINING

Adequate staff training is an important line of defense against illness and injury in shelter settings. Therefore shelters should have a training plan that includes the following topics:

- Basic shelter-oriented First Aid
- CPR
- Working with difficult clients
- Communicable disease control – Including tuberculosis and blood-borne pathogens (Hepatitis B, C, and HIV/AIDS)
- Safe Food Handling
- Fire safety
- Disaster preparedness

Resources

General Resources

Health Care for the Homeless Information Resource Center

<http://www.bphc.hrsa.gov/hchirc/>

National Health Care for the Homeless Council & Clinician's Network <http://www.nhchc.org/>

Health Care for the Homeless "Mobilizer": A free email publication to help you can stay current on national policy developments affecting homelessness and health care.

Subscribe or view back issues at <http://www.nhchc.org/mobilizer.html>

Public Health – Seattle & King County: Health Care for the Homeless Network

<http://www.metrokc.gov/health/hchn/index.htm>

Communicable Disease Control: Hand Washing

Center for Disease Control: Hand Washing Information

<http://www.cdc.gov/ncidod/op/handwashing.htm>

Public Health – Seattle & King County: Hand washing & cover your cough posters

<http://www.metrokc.gov/health/stopgerms/>

Communicable Disease Control: Food Handling

Public Health - Seattle & King County Food Protection Program

<http://www.metrokc.gov/health/foodsfty/>

WA Department of Health Food Safety Program

<http://www.doh.wa.gov/ehp/sf/food/food.htm>

<http://www.doh.wa.gov/ehp/sf/food/FoodRuleMain.htm> (Food Code & May 2005 changes)

WA Food Code for donated foods:

<http://www.leg.wa.gov/WAC/index.cfm?section=246-215-151&fuseaction=section> or

<http://www.doh.wa.gov/ehp/sf/Pubs/FoodRule/food-donations-guidelines-1204.doc>

Environmental Safety: Injury Prevention

American Red Cross: Anatomy of a First Aid Kit

<http://www.redcross.org/services/hss/lifeline/fakit.html>

Emergency Preparedness: A Manual for Homeless Service Providers

UMASS John W McCormack Graduate School of Policy Studies - The Center for Social Policy

<http://www.mccormack.umb.edu/csp/publications/EmergencyPreparedness.pdf>

Public Health - Seattle & King County:

AIDS/HIV Program: Safe, Legal, and Free Disposal of Sharps

<http://www.metrokc.gov/health/apu/resources/disposal.htm>

Recommended Shelter Health and Safety Best Practice Guidelines – July 2005

Developed by Health Care for the Homeless, Public Health – Seattle & King County

Disaster Preparedness: Key topics, tips and fact sheets

<http://www.metrokc.gov/health/disaster/>

Smart Kids! Safe Kids! Injury Prevention Program

<http://www.metrokc.gov/health/ems/smartkids.htm>

Violence & Injury Prevention Unit: Fall Prevention for the Elderly

<http://www.metrokc.gov/health/ems/fallprevention.htm>

US Consumer Product Safety Commission: Childproofing Your Home

<http://www.cpsc.gov/cpscpub/pubs/grand/12steps/12steps.html>

Environmental Safety: Burn Prevention

Seattle Fire Department:

Fire Drill Planning FAQ <http://www.seattle.gov/fire/pubEd/business/evacuationFAQ.htm>

Fire Extinguishers Fact Sheet <http://www.seattle.gov/fire/pubEd/brochures/extinguishers.pdf>

Fire Fact Sheets <http://www.seattle.gov/fire/pubEd/brochures/brochures.htm>

Seattle Fire Code <http://www.seattle.gov/fire/FMO/firecode/firecode.htm>

Smoke Alarms <http://www.seattle.gov/fire/pubEd/smokealarms/smokeAlarms.htm>

Environmental Safety: Sanitation and Hygiene

Public Health - Seattle & King County:

Drinking Water Program <http://www.metrokc.gov/health/water/index.htm>

Public Health Webpage Directory – Pest control links

<http://www.metrokc.gov/HEALTH/portal/pests.htm>

Toxic Hazards – Indoor air quality <http://www.metrokc.gov/health/hazard/indoorair.htm>

WA Department of Health Division of Environmental Health - Office of Drinking Water

<http://www.doh.wa.gov/ehp/dw/>

Client Health: Communicable Disease Symptom Identification and Referral

Boston Health Care for the Homeless Program & National Health Care for the Homeless Council: O'Connell, J. (Ed). The Health Care of Homeless Persons: A Manual of Communicable Diseases & Common Problems in Shelters & on the Streets. June 2004. Available for \$15 at

<http://www.nhchc.org/publications.html>

Health Care for the Homeless Clinicians Network - Healing Hands February 2005 Issue "Bugs that Bite: Helping Homeless Patients and Shelter Staff Cope". Deals with lice, scabies, bedbugs, and more. <http://www.nhchc.org/Network/HealingHands/2005/Feb2005HealingHands.pdf>

National Tuberculosis Center: Shelters and TB: What Staff Need to Know (18-minute training video about how to prevent the spread of TB in homeless shelters). Order or view online at:

http://www.nationaltbcenter.edu/products/product_details.cfm?productID=EDP-11

Public Health - Seattle & King County:

Alcohol and Other Drug Prevention (AODP) – Inpatient and outpatient treatment and communities <http://www.metrokc.gov/HEALTH/atodp/treatment.htm>

Health Care for the Homeless Network – About homelessness and health <http://www.metrokc.gov/HEALTH/hchn/homelessness.htm>

Health Care for the Homeless Network – Health care resources for people experiencing homelessness <http://www.metrokc.gov/HEALTH/hchn/healthcare.htm>

Health Care for the Homeless Network - Training & technical assistance for homeless programs <http://www.metrokc.gov/HEALTH/hchn/training.htm>

Tuberculosis Prevention and Control Guidelines for Homeless Service Agencies in Seattle-King County, Washington <http://www.metrokc.gov/health/tb/tbguidelines.pdf>

Staff Health

Public Health - Seattle & King County:

Communicable Diseases and Epidemiology – Hepatitis B Fact Sheet <http://www.metrokc.gov/HEALTH/prevcont/hepbfactsheet.htm>

Communicable Diseases and Epidemiology - Measles (Rubeola) in adults <http://www.metrokc.gov/HEALTH/prevcont/measlesadults.htm>

Communicable Diseases and Epidemiology – Tetanus fact sheet <http://www.metrokc.gov/HEALTH/prevcont/tetanus.htm>

Immunization Program – Fact sheets and where to get immunizations <http://www.metrokc.gov/HEALTH/immunization/>

Immunization Program – Flu Season <http://www.metrokc.gov/HEALTH/immunization/fluseason.htm>

Immunization Program – Occupational immunizations <http://www.metrokc.gov/HEALTH/immunization/occupation.htm>

Staff Training

American Red Cross – King & Kitsap Counties:

Class Calendar <http://www.seattleredcross.org/health/classes/calendar.asp>

Class Descriptions <http://www.seattleredcross.org/health/GetTrained/descriptions.htm>

National Health Care for the Homeless Council: Training and Education

<http://www.nhchc.org/training.html>

Public Health - Seattle & King County:

Food Protection Program: How to get your Food Worker Permit <http://www.metrokc.gov/health/foodsfty/foodhandlerscard.htm>

Health Care for the Homeless Network: Training & technical assistance for homeless programs <http://www.metrokc.gov/health/hchn/training.htm>

Seattle Fire Department:

Medic II Program: Free CPR Classes <http://www.cityofseattle.net/fire/medics/medicTwo.htm>

Workplace Fire Safety Training Videos Fact Sheet <http://www.ci.seattle.wa.us/fire/pubEd/brochures/training%20videos.pdf>

Recommended Shelter Health and Safety Best Practice Guidelines – July 2005
Developed by Health Care for the Homeless, Public Health – Seattle & King County

Sample Policy: Standard Precautions in the Shelter Setting

TITLE: Standard Precautions as it Relates to Infection Control

SCOPE: Homeless shelter staff and volunteers who may possibly face contact with bodily fluids or other potentially infectious materials as a result of performing their job duties.

PURPOSE: To provide guidelines to agency management, staff, and volunteers regarding the use of Standard Precautions to minimize the risk of employees and volunteers coming in contact with bodily fluids which may contain blood-borne pathogens as well as other infectious agents.

RESPONSIBILITIES

Agencies shall:

1. Provide opportunity for the staff to be trained in the control of infectious diseases (including blood borne pathogens) as it pertains to the shelter setting. Agencies may contact Health Care for the Homeless at (206) 296-5091 to arrange training free of charge.
2. Make every attempt to achieve levels of practice as outlined in the Basic Shelter Health and Safety Standards, Staff Health Policy, and other applicable Health and Safety Policies recommended by Public Health - Seattle & King County.
3. Provide all equipment needed to achieve appropriate hand washing (***hot and cold running water, soap, paper towels***). This equipment should be accessible to employees at all times.
4. Provide employees with reasonable access to ***personal protective apparel*** such as ***latex gloves (nitrile gloves must be made available in all situations for employees with sensitivity to latex), goggles, protective gowns, and CPR shields***.
5. Have a plan in place for post-exposure to potentially infectious materials and employees will be trained in its use.
6. Outline basic procedures for all employee duties that may involve contact with bodily fluids or other potentially infectious materials. Such duties include but are not limited to: providing assistance with personal hygiene, handling soiled laundry, providing assistance to a sick client, providing first aid, providing CPR, and cleaning up after spillage of bodily fluids. In all such cases the agency will mandate a Standard Precautions approach, which is simply an infection control approach that treats all body fluids as potentially infectious. The agency may consult with a Health Care for the Homeless Public Health Nurse for assistance with outlining these duties (206) 296-5091.

Employees Shall:

1. Agree to follow the procedures regarding duties which may involve contact with bodily fluids and other potentially infectious materials.
2. Immediately report any significant exposure incident to the supervisor. Contact of the employee's non-intact skin (chapped, cracked, scratched or otherwise open), eye, or mucous membrane with blood or other potentially infectious material is a significant exposure.

Duties Which May Expose Employees in the Shelter Setting to Potentially Infectious Materials

First Aid and CPR:

Employees who are trained in First Aid and CPR may elect to assist clients needing these interventions. The agency should provide equipment to reduce the risk of infection while rendering such aid. Equipment that should be available and accessible to the employees includes:

- ***Latex gloves***
- ***CPR masks***
- ***disposable or cotton gowns that tie in the back***
- ***safety goggles***
- ***clean-up materials****

Assessment of wounds, skin conditions, scalp or hair problems:

Clients may ask staff to examine wounds, cuts, burns, injuries, skin conditions, or to check for the presence of lice or scabies. Staff should don ***latex gloves*** when asked to do any type of examination beyond visual. The agency should make ***latex gloves*** available for such occasions.

Assisting with personal hygiene or toileting:

Clients may request assistance by staff with hygiene (dental care, care of dentures or oral prostheses, assistance with bathing or cleaning up after a bowel movement or urination, changing diapers, cleaning up spill of menstrual fluid, assistance with removal of head lice or lice eggs, etc.) The agency should supply ***latex gloves*** for such purposes, and staff should be able to use ***gowns*** if they feel they need greater protection. ***Diaper changing areas*** should be equipped with ***a lined trash can, spray bottle of bleach solution, protective covering (such as old computer paper), paper towels, and gloves.***

Assisting a sick client:

Clients who are vomiting, drooling, sweating profusely, or being incontinent of stool or urine may request assistance with cleaning up or changing clothes. The agency should provide ***latex gloves, reusable or disposable gowns*** and appropriate ***supplies for cleaning the environment*** as needed (mop, bleach, bucket, paper towels, etc.)

Assisting Clients Who Have Soiled Bedding or Laundry:

Refer to the sample policy on “Laundry” for details. As much as possible, have the client handle their own clothing and bedding. Wear ***gloves*** and a ***gown*** when handling soiled laundry. Encourage the client to discard any heavily soiled laundry. Heavily soiled linens should also be discarded or laundered separately and bleached.

** For information on supplies for cleaning the environment after contamination with bodily fluids (including vomit, excrement, urine, blood, saliva, mucous) please refer to the sample policy on “Blood/Bodily Fluids Clean-up Protocol”*

Sample Policy: Blood/Bodily Fluid Exposure

The following information should be provided to the employee's health care provider or the Emergency Room MD immediately after any incidence of significant body fluid exposure by needle stick or contact with mucous membrane or non-intact skin.

Date and time of exposure:

What job duty was the employee performing at the time of exposure?

What sort of bodily fluid was the employee exposed to?

How much of the fluid did the employee come in contact with?

What part of the employee's body was exposed to the fluid?

How long did the employee remain in contact with the bodily fluid?

Did the employee have any breaks in the portion of their skin that contacted the bodily fluid?

In the case of a needle stick or other sharp object injury, how deeply did the needle or object penetrate, and was fluid injected into the employee?

Was the source material known to contain HIV or hepatitis B or C? (the source can be asked to voluntarily provide this information, and to volunteer to be tested for these conditions)

Sample Policy: Blood/Bodily Fluids Clean-Up Protocol

When you provide First Aid or when you clean an area or handle any items soiled with blood or bodily fluids (urine, vomit, blood, feces, semen) please take precautions to protect yourself and others from infection. Always follow these simple steps when you clean up after blood/body fluids spills:

Equipment:

- ☐ Paper towels
- ☐ Plastic garbage bags
- ☐ Kitty litter (for big spills)
- ☐ Disinfectant (bleach 1:10 dilution)
- ☐ Mop & mop bucket
- ☐ Spray bottle

Protective apparel:

- ☐ Latex gloves
- ☐ Eye/face protection (plastic goggles)
- ☐ Protective gowns or aprons

Policy/Procedures:

Spill clean-up materials are located _____ along with a copy of this document.

- 1) Put on **protective gear**. If it is possible that blood or bodily fluids may spray or splatter, wear **protective eye covering (plastic goggles)**. Put on **latex gloves**. If there is a possibility that your clothing may become soiled, put on a **protective gown** (as when handling laundry or soiled clothing). Keep the scene clear of people.
- 2) Get a **bucket or spray bottle, bleach, and paper towels or a mop** to clean the floor and other areas. If the area is large, put $\frac{1}{4}$ cup **bleach** in a gallon of **cool water** (hot water destroys the bleach). Spray the area with this solution. If the area to be cleaned is small, you can make a solution of bleach and cool water in a **quart spray bottle**. Use 1 teaspoon of bleach per quart. This bleach solution must be discarded after 24 hours. It is recommended that a fresh solution be mixed up every time it is needed.
- 3) Blot up as much of the spill and the bleach solution as possible with **paper towels**. If there is a large volume spills or vomit, use **kitty litter** to absorb. Dispose of these materials in a **plastic garbage bag**.
- 4) If you used a **mop**, rinse the mop in **bleach solution** and allow to dry. Dump the leftover solution down the drain or toilet. **DO NOT** use a sink that is normally used for food preparation.
- 5) Pick up any soiled debris (clothing, bedding, towels, or bandages) and place in a **garbage bag**. If you are finished cleaning, remove your protective gear and gloves and put them in the garbage bag. Tie off the garbage bag and place it in the regular trash. Only very large spills need to be placed in special biohazard bags and disposed of by an approved facility.
- 6) Wash your hands thoroughly. Re-stock the **clean-up kit**. If you have had significant exposure to bodily fluid (needle stick or contact with mucous membrane or non-intact skin) contact a supervisor **immediately** and follow the sample policy for "**blood/bodily fluid exposure**".

Sample Policy: Laundry Hygiene in the Shelter Setting

TITLE: Laundry Procedures as it Relates to Infection Control.

SCOPE: Shelter staff, volunteers, and clients.

PURPOSE: To provide guidelines to staff, volunteers and residents who handle linens and laundry in a safe and effective manner to reduce the risk of spread of infectious diseases.

BACKGROUND INFORMATION:

For the purpose of this policy, all linens and personal laundry of clients should be considered contaminated and should be treated carefully to avoid spread of infectious disease. Scabies, lice, and other bacterial pathogens (staphylococcal and streptococcal bacteria) are difficult or impossible to see. Laundry should be handled as little as possible. If possible, clients should handle their own laundry.

POLICY/PROCEDURE:

I. General Practices

- Staff should wear *gloves* when in contact with any used or worn laundry items, whether obvious contamination is visible or not.
- *Gowns or aprons* should be worn whenever it is likely that a staff person's clothing could come in contact with laundry.

II. Laundry Washed by Shelter Staff on Premises

- Use a hot wash cycle (at least 105-110 F for 10 minutes) followed by thorough drying in a hot dryer (160 F). This process is sufficient to decontaminate laundry. No other additives such as bleach are necessary to sanitize laundry, unless stain removal is desired.
- Any kitchen laundry or other items used by staff (towels, aprons, etc) should be washed and dried in the above manner.
- Staff/agency laundry should be washed in batches separate from client bedding and clothing.
- If linens are heavily soiled with feces, large amounts of solid material should be disposed of in a toilet. Handling of feces should be avoided whenever possible. If rinsing is required, staff should take care to minimize handling and avoid splashing.
- If possible clients should be asked to rinse their own linens when they are soiled.
- Wet linens should be stored in a *plastic bag* while awaiting final wash to avoid any leaking and reduce odor.
- Dispose of linens if soiling is severe.

III. Laundry Supplied by a Laundry Service

- Linen awaiting pick up by a laundry service should be stored in a ***contained bin or bag*** so that laundry cannot come in contact with clients, staff, the floor, or other clean items.
- Wet bedding should be placed in a ***plastic bag*** inside the bin so that leaking cannot occur.
- Only large amounts of feces that can be easily removed should be disposed of in the toilet. No further rinsing or handling should be done by shelter staff.

IV. Bedding Stored for Returning Clients

- Used linen may not be transferred to a different client.
- Used bedding should be stored such that the bedding of different clients is not touching it. This will prevent cross contamination.

V. Supplies and Equipment

- Shelters should maintain ***washers and dryers*** in good working order or should contract with a Laundry Service for routine delivery and pick-up.
- If laundry is done on site, the water temperatures should be at least 105-110 F.
- Shelters should supply ***gloves, gowns or aprons, laundry detergent, plastic bags, and plastic laundry baskets or laundry bins***.

Sample Policy: Scabies Policies & Procedures

TITLE:

Prevention and Management of Scabies Infestation at Homeless Shelters and Drop-in Centers.

SCOPE: Shelter and center staff, volunteers, and clients.

PURPOSE: To provide guidance to shelter and center staff in the prevention, identification, and management of scabies infestations in shelter clients, staff, and/or volunteers.

BACKGROUND INFORMATION:

Scabies is a skin infestation caused by a tiny insect called the “itch mite.” The scabies mites are about the size of the period at the end of this sentence. They live most of their life cycle burrowed under the skin of human beings.

The most common signs and symptoms of scabies include **severe itching and a rash**. The rash may look like red and/or crusted sores, and there may be a lot of scratch marks from itching. On some people, scaly linear “burrows” are visible where the scabies mite has actually burrowed under the skin. Symptoms usually take 2-4 weeks to develop after a contact with an infected person. Itching begins gradually over the course of several days and is often worse at night.

The rash in adults usually appears in the following places:

- between the fingers and toes
- around the belt line or naval
- in skin folds such as under the breasts, armpits, buttocks or in the groin area
- backs of knees, inner elbows, ankles, and wrists

In young children and persons with certain chronic illnesses, the rash may appear on the face or scalp and on the palms of the hands and soles of the feet.

There is a severe form of infestation known as Crusted or Norwegian scabies. It is rare, but is occasionally seen in persons with suppressed immune systems, such as persons with AIDS or other chronic illnesses. Crusted scabies appears as a scaly or flaky rash which is often white to yellowish in appearance. In many cases the client does not feel itchy despite a severe infestation. Crusted scabies is extremely contagious and difficult to treat.

The two most commonly used medications for scabies are Kwell (lindane) and Elimite. Both medications are supplied as a lotion which is applied to the entire body from the neck down. Kwell is a neuro-toxic drug which can cause neurologic problems such as seizures if used improperly. It should be used with extreme caution in people who are pregnant, nursing, or under two years of age. It is a prescription drug and should only be used by the person for whom it was

prescribed. A drug called Eurax (Crotamiton) may be prescribed for people who cannot use Kwell or Elimite. Severe cases may be treated with an oral medication in addition to the topical lotions.

Prompt and thorough treatment is essential for cure of the infestation and control of spread. In addition to treatment of a person with scabies, clothing and bedding should also be carefully laundered or isolated to prevent the re-infection or spread of the infestation.

Scabies is contagious. However, it is spread only through close or direct contact with an infected person or that person's clothing or bedding. You cannot get scabies by talking to someone with scabies, or simply by being in the same room with that person. Scabies is usually spread between family members or sexual contacts. It is most common in crowded environments including homeless shelters. Scabies can be spread among homeless persons by sleeping close to each other or by sharing clothing. Contact with infested laundry is the most likely route of transmission for shelter staff. Scabies is easily killed by carefully following the instructions outlined in this policy.

POLICY:

- All shelter staff, volunteers, and clients should utilize infection control practices, as outlined in the Health and Safety Best Practice Guidelines for Shelters (available from Health Care for the Homeless Network, 206-296-4656) so that scabies infestations will be prevented whenever possible.
- Actual or suspected cases should be identified and controlled in a timely, effective, and humane manner as is possible.
- The spread of scabies between clients, staff and volunteers should be minimized.
- Shelter and center managers are encouraged to call the Public Health Nurse Consultant at 206-296-4656 for advice and support regarding scabies or any health and safety concern.

PROCEDURE:

1. Intake Screening

Staff should observe clients for symptoms of scabies such as severe itching (which may worsen at night) and/or a red or crusted rash or evidence of scratch marks due to severe scratching.

If a client has such a rash, they should be referred for medical evaluation as soon as possible:

- A client with known or suspected scabies may stay the night at the shelter. In order to stay additional nights at the shelter, the client must demonstrate that he/she has been seen by a health care provider and that treatment, if prescribed, has been completed. Drop-in centers should encourage clients to seek care immediately.
- Treatment may be performed at the shelter so that staff can assist the client and assure adequate and safe treatment.
- If a client is known or strongly suspected to have Norwegian or Crusted scabies, that client should be referred immediately for medical evaluation. Shelter staff should advocate that the client be treated in a hospital facility where adequate isolation practices can be used, and that they not return to the shelter until treatment has been completed.

II. Treatment

If a client has been instructed by his/her medical provider to treat for scabies, shelter staff are encouraged to assist the client in completing the treatment. The following guidelines should be used along with any instructions on the medication label to assisting the client and assuring adequate treatment.

A. Application of Treatment

- Staff should explain the entire procedure to the client including the skin treatment and the need to launder or isolate clothing and bedding.
- The client should shower or bathe and then allow the skin to thoroughly cool for at least 30 minutes prior to applying the lotion.
- The client should gently massage the medication into the skin according to package or provider instructions. The most commonly prescribed medications are Lindane or Elimite lotion. The lotion should be applied from the neck down and behind the ears unless otherwise stated on the directions. Open sores should be avoided. A small amount can cover a sizable area. For most people 1 ounce of lotion is enough. Do not over apply.
- Staff should remind the client to thoroughly apply the lotion, especially to web spaces between fingers and toes and in between all skin folds. Extra attention should be given to any area where a rash is present.
- Scabies mites can hide under the fingernails. Clients should be instructed to clip their fingernails short to prevent re-infection. Lotion can be applied under the nails with a blunt toothpick or brushed on with a nail brush.
- If any skin areas are washed during the treatment, the lotion should be reapplied.
- Staff may assist if clients need physical assistance applying the lotion in hard to reach areas.
- **Gloves** should always be worn by staff when contacting client's skin and/or scabies lotions.
- Staff should not assist clients who are mentally confused and cannot understand or participate in the prescribed treatment. Such clients should be assisted by an RN or medical provider.

B. Completion of Treatment and Follow-up

- If possible, the client should shower/bathe 8-12 hours after applying the treatment to remove all lotion from the skin. (If necessary, this step can be skipped without risk to the client).
- After showering, the client should put on **freshly laundered clothing** or clothes that have not been worn for 72 hours. This includes shoes, outer coats, hats, and gloves.
- After showering, the client should be issued **fresh bedding** and their mat should be wiped down with a **standard disinfection bleach solution** (1 tsp bleach per quart of cool water).
- Generally one treatment as described above is sufficient to cure scabies. However, a medical provider may occasionally prescribe a second treatment to be completed 7-10 days after the initial treatment. Clients may need assistance and/or a reminder for the second treatment.
- Continued itching does not mean the treatment failed. It can take as long as two weeks for scabies symptoms to completely go away after treatment, however itching should decrease at least partially after 2 days. If a client continues to have severe itching several days after treatment, or if the rash appears to worsen after treatment, the client should be referred back for follow-up medical evaluation. It is possible that a client may be having a reaction to the medication. The medical provider may prescribe medication to help alleviate the itching.

C. Treatment of Bedding and Linens

- Clients should be issued **clean bedding** to use the night following the application of the treatment. The mat should be wiped down with a **standard bleach disinfection solution**.
- A **second fresh set of bedding** should be issued after the treatment is washed off.
- Bedding used by a client with scabies should be laundered according to the laundry procedures described below.

D. Treatment of Clients Clothing

Clothing worn by the infected client within the last 72 hours should be considered contaminated. This includes shoes, overcoats, hats, gloves. The newly treated client should not wear contaminated clothing until it has been treated in the following manner.

- Clothing can be laundered using a hot wash cycle followed by thorough drying in hot dryer (20 minutes on 160 F, the “high” or “cotton” setting)
- If laundering is not possible, contaminated clothing must be isolated for 72 hours before the treated client may wear the clothing again. Clothing can be isolated simply by placing the items in a sealed **plastic bag** for 3 days.
- Shelter staff should assist the client in finding **replacement clothing** as necessary.

III. Prevention of an Outbreak Situation

An outbreak is defined as the simultaneous infection of multiple clients and or staff with an infectious disease. If questions arise beyond the scope of this policy related to an outbreak situation, the On-Site RN or Shelter Manager should call the Public Health Nurse Consultant at the Health Care for the Homeless Network for specific guidance (206-296-4656).

A. Contacts

Any client who is known to have scabies should be asked to notify any sexual partners, close family members, or persons with whom the client may have slept or shared clothing. These persons should be told of the risk for scabies and referred for medical evaluation if any are having symptoms. Explain to the client that they can easily be re-infested if they continue to have direct contact with untreated family members or sexual contacts. Immunity to scabies does not develop after infection.

B. General Guidelines for Prevention of the Spread of Scabies

Scabies mites cannot live away from the human body for very long, however scabies is occasionally spread through contact with recently used/worn clothing or bedding. It is generally recommended that staff and clients take a Standard Precautions approach as outlined in the Health and Safety Best Practice Guidelines for Shelters (available from the Public Health Nurse Consultant at 296-5091). The maintenance of a clean environment and the practice of infection control standards will prevent or minimize the spread of infectious diseases such as scabies.

Any client could potentially be infested and not yet be symptomatic. For this reason the following cleaning and laundry practices should be followed **at all times** regardless of whether or not there are known cases of scabies in the shelter:

- If possible, all chairs and couches should be **plastic or vinyl covered** so that they can be wiped down daily with a **standard disinfectant**.

- Carpeted floors should be vacuumed thoroughly and daily. Seal used ***vacuum bags*** in a ***plastic bag*** and disposed of immediately. Linoleum/vinyl/wood floors are preferable.
- All laundry done at the shelter should be considered potentially contaminated and should be laundered in a hot wash cycle (105-120 F) with normal ***detergent*** and then thoroughly dried in a hot dryer (at least 30 minutes at 160 F). Do not overload washers or driers.
- All staff should wear a ***disposable gown/apron and gloves*** when in contact with dirty laundry.
- Bedding awaiting laundering should be stored in a separate container (***plastic bag, bin, or laundry cart***) so that it cannot come in contact with clean bedding, clothing or people.
- Bedding that is being held for use by any returning client will be stored in a separate plastic bag or container so that each client's bedding is always isolated.
- Laundry additives such as bleach are not necessary to kill scabies.
- Mattresses should be covered with a ***washable cover*** and should be wiped thoroughly with a ***disinfectant cleaner*** before use by any other clients.
- Clients should not sleep so close together that they can touch each other while sleeping. Intake procedure should include gathering information about symptoms (i.e. "Do you have a rash or area that is itchy?") Clients who are scratching themselves frequently should be taken aside and asked about symptoms and referred for evaluation.

C. Dress Code

- All persons (clients and staff) should wear shoes at all times.
- All persons should wear clothes that cover the thighs (no short shorts or mini skirts) so that there will be a clothing barrier when sitting in a chair.

IV. Symptomatic Staff

Staff who experience itching, should first of all, relax. The idea of scabies makes most of us start to itch, but a true infestation will present the usual symptoms. It is helpful to remember that:

- Symptoms usually take 2-4 weeks to develop
- Itching begins gradually. It is severe and worsens at night
- Scabies rash is usually found in typical places (see background section)
- Staff who experience significant symptoms of scabies should consult the on-site RN or their primary care provider and notify the provider that they may have had a contact with scabies.
- Staff who do not have health insurance can file an L&I claim to cover the cost of the visit.
- Staff are discouraged from self-treating without advice from a health care provider and are prohibited from sharing scabies lotions with any client.

V. Education

- Shelter staff should be trained in the above described procedures at the time of hire and should receive refresher training on a regular basis.
- Clients should receive verbal and written information regarding the prevention and identification of scabies including the following recommendations:
 - Avoid sharing clothing and bedding.
 - Avoid sleeping so close to another person that you are touching that person.
 - Avoid direct contact with persons that itch.
 - If you have an itchy rash or burrows on the skin, seek medical treatment and notify shelter staff immediately.

Sample Policy: Lice Policies & Procedures

TITLE: Prevention and Management of Lice Infestation in settings that serve homeless clients.

SCOPE: Shelter and center staff, volunteers, and clients.

PURPOSE: To provide guidance to shelter staff in the prevention, identification and management of lice infestations in shelter clients and/or staff and volunteers.

BACKGROUND INFORMATION

Types of lice:

- There are 3 types of lice found on humans: **Head lice** (known as pediculosis) are about 3mm long, **body lice** are about 2 mm long, **pubic lice** (also known as “crabs”) are about 2mm long and rounder in shape.
- Lice are wingless insects that live by sucking human blood. Adult lice can only live 2-3 days independent of humans. There are some claims that un-hatched nits can survive away from the host and hatch under certain conditions, however this is unlikely. Hatched nits (nymphs) must find a blood meal as soon as possible or they die before becoming full-fledged lice.
- The female louse lays eggs called *nits*. She can lay about 100 in her brief 30 day lifespan. Nits are about 1mm long ovals visible with the naked eye. Empty (hatched) nits are white or translucent. Un-hatched nits are brownish and hard to see. **Head lice nits** cement firmly to the hair shaft ¼ inch from the scalp or closer. **Body lice nits** are generally found along seam lines in clothing. **Pubic lice nits** can be found in pubic and body hair.

Symptoms of lice infestation:

- Intense itching in the infested area and irritability. Itchiness may not present as a symptom until infestation is established, about 2 weeks after lice first “move in”. Itchiness is believed to be caused by an allergic reaction to the louse’s saliva.
- Redness from scratching may be visible. Scratching can lead to secondary infections, such as staph infection.

Transmission of Lice

- Lice do not jump or fly, they can only be spread through direct physical contact with an infested person or through sharing of personal items such as hats, combs, clothing, pillows, towels, blankets, or bedding.
- **Head lice** are common in child care settings and schools. Head lice are not associated with poor hygiene as head lice like clean hair. Since children play close to one another lice can travel from child to child directly or via shared clothing, hats, combs, or brushes. Children may also bring lice home to other family members.
- **Body lice** are usually seen in adults who have limited access to hygiene facilities, and can be common in places such as shelters where conditions are crowded and clients might share personal items. Body lice travel from person to person via by direct contact or via shared clothing, bedding, and towels.
- **Crab lice** are spread sexually or via bedding and towels

POLICY:

Infection control practices should be utilized by staff, volunteers and clients of the Shelter so that lice infestations will be prevented whenever possible. Actual or suspected cases should be identified and controlled in as timely, effective, and humane a manner as possible. The spread of lice between clients, staff, and volunteers should be minimized.

PROCEDURE:

1. Intake Screening

- Upon entering the shelter, staff should discretely ask each client if they have symptoms of lice, such as itching in the head, trunk, or groin area. Assure the client that they will not be excluded from shelter or services by answering affirmatively.
- If a client complains of or is observed to have such symptoms, or if they report having had recent contact with a person diagnosed with lice, they should be referred for medical evaluation as soon as possible.
- A staff person trained to assist clients with head lice may examine the client for the presence of nits or head lice on hair follicles. Staff should wear **latex gloves** when examining a client.
- A client with known or suspected lice may stay one night at the shelter. In order to stay additional nights, the client must show a note from a medical provider indicating that they have been evaluated, and that treatment, if prescribed, has been initiated (see sample form).
- A client known or strongly suspected to have a lice infestation should be isolated as best as possible. The laundry/bedding of that client should be handled with **gloves** and not allowed to come in contact with staff hair or clothes.
- If the shelter has facilities for bathing and laundry and if the staff is trained, treatment may be performed at the shelter so that staff can assist the client and assure adequate safe treatment.
- See treatment guidelines for the 3 types of lice infestations below.

II. Diagnosis

The presence of live adult lice or viable nits is diagnostic of lice infestation:

- **Head lice** nits are typically found behind the ears and along the back of the head, however the entire scalp should be examined. Un-hatched nits are found on the hair shaft close to the scalp. Some nits resemble dandruff, but unlike dandruff they are very difficult to remove.
- **Body lice** rarely are found on the skin. Rather, they typically live on clothing, particularly in the seams. These lice appear as bugs the size of sesame seeds, with a gray-white color.
- **Pubic or crab lice** are found as nits on pubic hair, eyebrows, eyelashes, or underarm hair. Crab lice often leave a bluish stain under the skin around the chest, thighs, or abdomen.
- The skin in the affected areas of all 3 types of lice often appears reddened or scratched.

III. Treatment of Head Lice

If a client has been instructed by their medical provider to treat for lice, shelter staff who have received training in lice treatment may assist the client in completing their treatment. The following guidelines pertain to the use of Nix TM for the treatment of head lice and *should be used along with any instructions on the medication label to assure client safety*. If any other medication has been prescribed, staff should follow label instructions for procedure.

[Note: For the treatment of **body lice** and **pubic lice**, refer to those sections below AND TO SPECIFIC INSTRUCTIONS FROM THE PROVIDER]

A. Treatment of the Client with Head Lice

- Staff should explain the entire procedure to the client. This includes the skin treatment and the need to launder or isolate clothing, bedding, and other personal items (brushes, combs...)
- There should be a clearly communicated expectation that the client will cooperate and will follow these instructions explicitly.
- Lice are best removed by using a combination of manual combing and lice treatments.
- Both insecticidal and non-chemical treatments are available over the counter.
- The most important step of treatment is thorough and frequent combing of the hair for at least 14 days to remove lice and nits.

B. Step-by-Step Treatment Procedure for treatment and removal of head lice

- Allow yourself enough time to do a good job. It may take as long as an hour if the hair is long and thick. Work in good light.
- Apply one of the **lice treatments** as described below.
- Be sure to use an effective **nit-removal comb** such as **Licemeister®** or **LiceOut®**.
- Place a **towel** between the hair and shoulders of the person who has head lice.
- Part the hair into four sections and pin the hair with clips to prepare it for combing.
- Starting with one section. Select a small area of the section that is about 1 inch square. Start at the scalp and pull the comb all the way through to the end of the strands of hair.
- If nits remain attached to the hair shaft, comb through the hair strands again.
- After each comb-through, dip the lice comb in **hot water** and wipe it with a **paper towel**.
- Continue combing until all sections are done.
- Wash the towel and clothes that the person wore during the combing as described below.
- Wash the comb in **extra-hot (128° F) soapy water** for at least 10 minutes.
- Wash hands completely when done.

C. What chemical-free treatments are recommended?

Chemical-free treatments can be used as often as needed. They do not kill lice or nits. Rather, they slow down the lice and make them easier to comb out. These treatments include coating the hair with **HairClean 1-2-3®** or with a water-based product such as **LiceOut®**

(follow instructions on the box):

1. Apply thickly to hair.
2. Cover hair with **disposable shower cap** and leave in place for at least 30 minutes.
3. Follow instructions for lice and nit removal using an **effective lice comb**.
4. Do not use these treatments at the same time the chemical treatment is used.

D. About chemical treatment: Nix®

Although Nix® is the most effective of the chemical treatments, it will not kill lice that have become resistant. Nix® can be purchased without a prescription.

1. Wash the hair with a mild shampoo (such as baby shampoo) that contains no conditioner.
2. Apply **Nix®** following the instructions on the box.
3. Comb the hair with a **clean lice comb** to remove the nits. Dry hair as usual.
4. Repeat Nix® treatment in 7 days.

REMEMBER: Since lice may be resistant to Nix[®] and other pesticides, *you must perform daily nit combing for 14 days after using these products to assure complete removal of lice and nits.*

E. Cautions when using Nix[®]

- ***Do not use*** Nix[®] when open sores are present.
- ***Do not use*** Nix[®] on children who are less than 2 months of age.
- Pregnant/breastfeeding women should consult their health care provider before using Nix[®].
- ***Never*** mix Nix[®] with other lice treatments.
- ***Do not use*** any other creme rinse, shampoo containing creme rinse, hair spray, mousse, gel, mayonnaise, or vinegar on the hair for at least 1 week after using Nix[®], because they may weaken the action of Nix[®].
- Chlorine in pool water may also deactivate Nix[®] leading to some treatment failures.
- ***Never*** use Nix[®] on eyebrows or eyelashes. Instead, apply petrolatum jelly for a few days and pluck off nits with fingers.
- ***Never*** use Nix[®] more often than recommended. It is an insecticide and can be poisonous if used improperly.

F. Additional Lice Treatment Procedures

In addition to the steps listed above, the following actions may help control the spread or re-infestation of head lice in a household:

- Check other household members for lice. Those who have lice should be treated. Do not treat someone if you do not see lice or nits in their hair.
- Guardians should notify their child's school and child care program if their child has lice.
- Wash all combs/brushes the person used in extra-hot (128.3F) soapy water for at least 10 min
- Wash all clothing (including coats, hats, scarves...) and bedding used by the infested person in the last 2 days prior to treatment.

To wash these items, do ***ONE*** of the following:

- Wash in ***extra-hot water*** or heat dry the item at temperatures >128.3 F for at least 5 minutes.
- Dry clean the item.
- Pack non-washable items in a ***sealed plastic bag*** for 2 days to eliminate the risk from lice that may have been dislodged onto those items.
- Upholstered furniture, carpets, bicycle helmets, sports helmets, and upholstered car seats may be vacuumed. Change the ***vacuum cleaner bag*** after use, place it in a sealed plastic bag, and put the bag in the outside garbage.
- ***Do not*** use lice sprays! They may cause toxic or allergic reactions.

G. What to do if lice come back or the treatment fails to work

- If lice come back, it is usually because nits or newly hatched lice were not removed with the first treatments.
- Follow the combing instructions as described.
- ***You may*** use the ***chemical-free treatments*** as often as needed.
- ***You may*** use Nix[®] again after 7 days have passed since the last Nix[®] application.
- Regardless of which treatment you use, the most important step is to ***comb*** out the lice and nits completely.

H. Additional information

- National Pediculosis Association <http://www.headlice.org/>
- Centers for Disease Control <http://www.cdc.gov/ncidod/dpd/parasites/lice/>

IV. Treatment of Body Lice

A. Person

- Often the person with body lice should simply be encouraged to take a shower with soap and warm water to dislodge any lice that may be on their body.
- Sometimes providers may prescribe treatment with *Nix*[®] or other *chemical treatments* (follow provider or package directions).

B. Clothing

- Body lice live in the seams of the clothing. It is vital to thoroughly wash and dry all clothing that has been worn by the client within the last 7 days.
- Wash clothes in *hot soapy water* on the regular wash cycle.
- Dry clothing in a *dryer* for 30 minutes on the hottest setting. Do not overload the dryer.
- It may be prudent to wash *all* of the client's clothing if possible.
- Clothing that can't be washed can be dry cleaned or placed in sealed plastic bags for 1 week.

C. Bedding:

- Wash all bedding and linens in *hot soapy water* (105-120 F) and dry them thoroughly in a *hot dryer* (at least 30min at 160 F). Make sure the dryer is not over-loaded.
- Special laundry additives/disinfectants are not necessary to kill lice or nits.
- All staff that work with laundry should wear a protective *disposable gown/apron and gloves* to prevent direct contact with dirty linens. Staff should treat *all* linens and bedding as though they could potentially be infested, not just the linen used by someone with a known diagnosis (see Laundry Sample Policy).
- Dirty bedding that is awaiting laundering should be stored in a separate container (such as a *plastic bag or bin*) so that it cannot come in contact with clean bedding.
- Bedding that is being held for use by any returning client will be stored in a separate plastic bag or container so that client's bedding is always isolated.
- Mattresses should be covered with a *washable cover*. Mattresses or mats should be cleaned with a *disinfectant cleaner* before use by any other clients.
- Clients should be spaced so they don't come in contact with each other while sleeping.
- Clients who have backpacks and bed rolls may need assistance in determining what needs to be laundered and in accessing laundry facilities.

V. Treatment of Pubic or Crab Lice

- A health care provider should prescribe treatment.
- Assist the client in following the directions given.
- Assist with laundering clothes and bedding used by the client in the last 3 days.

VI. Notification and Treatment of Contacts

- Any client known to have body or crab lice should be asked to notify any sexual partners, close family members, or persons with whom they may have slept or shared clothing or other personal items. These persons should be told of the risk for lice transmission and referred for evaluation and treatment.
- Explain to the client that they can easily be re-infested if they continue to have direct contact with untreated family members or sexual contacts.

- Be on the look-out for other clients complaining of itching or seen scratching excessively. Inquire discretely about symptoms and refer for evaluation.

VII. Preventive Treatment of the Environment

It is generally recommended that staff and clients take a Standard Precautions approach to the maintenance of a clean environment. Consistent practice of infection control standards, as outlined in the Health and Safety Standards for Shelters, will help prevent or minimize the spread of infectious diseases and pest infestations such as lice. Any client could potentially be infested with lice and not yet be symptomatic. For this reason the following cleaning and laundry practices should be followed ***at all times*** regardless of whether there are known cases of lice in the shelter.

- All chairs and couches that are plastic or vinyl covered should be wiped down daily with a standard disinfectant.
- Cloth upholstered furniture should be vacuumed daily.
- Carpeted floors should be vacuumed thoroughly on a daily basis.
- All laundry done at the shelter should be considered potentially contaminated and should be laundered in a hot wash cycle (105-120 F) with normal detergent and then thoroughly dried in a hot dryer (at least 30 minutes at 160 F). Drying is the most important part of this process. ***Do not overload the dryer!***
- All staff should wear a ***disposable gown/apron*** and ***gloves*** when contacting dirty laundry.
- All staff should wear clothes that cover the thighs at all times (no short shorts or mini skirts) so that there will be a clothing barrier when sitting in a chair.
- All people in shelter should wear shoes in public areas.

VIII. Symptomatic Staff

- Staff experiencing itching should relax and not panic. The *idea* of lice makes most of us start to itch, but *a true infestation is only transmitted through direct contact with an infested person or that person's clothing.*
- Staff who experience significant symptoms of lice or who have found nits on their person should consult their primary care provider and notify the provider that they may have had exposure to lice.
- Staff who have actual lice infestations should be asked to notify their intimate contacts so that they may also be treated if necessary. This will discourage re-infestation.

IX. Education

- Shelter staff should be trained in control of communicable diseases including lice infestation.
- In the event of a lice infestation at your agency, clients should receive verbal and written information regarding the prevention and identification of lice, including the following:
 - a. ***Avoid*** sharing clothing, hats, pillows, blankets, combs, and hairbrushes.
 - b. ***Avoid*** sleeping close enough to another person that you are touching that person.
 - c. ***Avoid*** direct contact with persons that itch.
 - d. If you or someone you know has an itchy rash, or has nits, seek medical treatment immediately and follow through with the prescribed treatment.

X. Additional Handouts Available From Public Health

- **Lice Aren't Nice**
Patient information about lice and lice treatment.
- **Parent Checklist for Lice Infestation**
Checklist designed to assist parents with the management of lice treatment.
- **Staff Checklist for Lice Infestation**
Checklist designed to assist staff with the management of lice outbreaks.
- **Sample Letter**
Letter to schools and child care providers regarding lice diagnosed at shelter.
- **Sample Note**
Note to health care provider regarding shelter client suspected of having lice.
- **Shelter Health and Safety Standards**
General guidelines regarding the control of communicable diseases in shelter settings.

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Recommended Shelter Health and Safety Best Practice:

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